

For Immediate Release – August 2021
Contact: Janet Ward | Executive Director | 724-755-2145

Westmoreland-Fayette Workforce Investment Board selects Michele Aston as new Executive Assistant.

YOUNGWOOD, PA (August 20, 2021) – The Westmoreland-Fayette Workforce Investment Board (WFWIB) has selected Michele Aston to serve as its new Executive Assistant. Formerly, Aston served as a Human Resources / Administrative Assistant / Secretary for Westmoreland County Community College (Westmoreland College) where she oversaw employment operations, maintain record and report organization, and assisted the Director/Human Resources & Assistant to the President with various tasks.



Aston will succeed Donna Casterwiler, who announced her retirement at the beginning of 2021. Casterwiler served as the WFWIB Executive Assistant for over 20 years, during which she assisted two executive directors and provided support throughout the two major overhauls of the nation’s workforce system. Casterwiler’s dedicated involvement with the organization supported countless efforts and provided support to both the entire WFWIB staff and board. The executive assistant career opportunity was publicly posted on the WFWIB’s social media accounts, the WFWIB’s website, and PACareerLink.pa.gov.

“Michele brings an extensive administrative and human resource background to her new position as the new Executive Assistant for the Westmoreland-Fayette Workforce Investment Board,” shared Chief Financial Officer Thomas Whetsel.

Michele Aston is an experienced Executive Assistant with 19 years of administrative experience. In her most recent role of Human Resources/Administrative Assistant/Secretary for Westmoreland College, Aston played an essential role in employment operations and assisted in the creation and organization of performance evaluations, contracts, reports, and events. Starting her career as a Financial Associate and then as an Administrative Assistant at West Penn Power, Aston built her skills by managing invoices, tracking and maintaining expenditures and accounts payable, and by providing administrative support to several departments. Aston later fulfilled roles at Youngwood Borough, Adecco Employment Agency, and Toyota/Hyundai of Greensburg. In these roles, Aston developed essential reports and communication materials, coordinated client relations, and maintained internal organization. Michele Aston holds a BS in Business Management from St. Vincent College of Latrobe, Pennsylvania.

In her new role as Executive Assistant, Aston will be responsible for being the primary support to the WFWIB Executive Director, the primary contact for board and related committee operations,

and maintaining internal organization within the WFWIB. These responsibilities will ensure that WFWIB operations and efforts move smoothly and that support is given when required to ultimately assist the WFWIB in bettering its ability to serve the residents of the Westmoreland-Fayette area.

-End-



About the Westmoreland-Fayette Workforce Investment Board

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is a non-profit entity consisting of appointees from the business, education, and labor sectors of Westmoreland-Fayette counties. The board is empowered to lead workforce development activities in Fayette and Westmoreland counties. The WFWIB is funded by the Workforce Innovation & Opportunity Act (WIOA), which provides funding to federal workforce programs and local Workforce Development Boards. The WFWIB oversees the three PA CareerLink® centers that are located in Westmoreland and Fayette Counties: PA CareerLink® Westmoreland County at Youngwood, PA CareerLink® Fayette County, and PA CareerLink® Alle-Kiski. For more information about the Westmoreland-Fayette Workforce Investment Board, please visit www.WestFayWIB.org.