



## **Programs Assistant**

### **Westmoreland-Fayette Workforce Investment Board | Youngwood, PA**

#### **Summary**

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is the leader in regional workforce development activities in the Westmoreland-Fayette County area. Through innovative programming and strategic initiatives, the WFWIB assists individuals in obtaining the skills needed for today's workforce and helps local employers retrain, hire, and retain skilled workers.

The Programs Assistant reports to the Executive Director. This position will provide needed assistance on various workforce development programs and staff. The Programs Assistant will monitor, develop, and assist in the coordination of WFWIB programming. This is a temporary, grant funded position.

#### **Duties & Responsibilities**

- Assist in coordinating meetings, events, special projects, and other assignments as directed
- Assist with completing program reports
- Coordinate the collection of applications, materials, and timesheets for program participants
- Assist with monitoring and visiting programs
- Assist with data entry for programs
- Track and translate program data and reports for programs
- Capture and take photos of program participants and activities for WFWIB social media
- Handle sensitive and confidential information
- Create and maintain files
- Provide support for Executive Assistant, Executive Director, and other staff members
- Perform other duties as required

#### **Required Skills**

- Highly adept at working independently, prioritizing work, and multi-tasking
- Ability to think strategically and critically and effectively collaborate
- Professional interpersonal, comprehension, verbal communication, and written communication skills are required
- Excellent computer, phone, and Office 365 skills, including Teams and Zoom
- Ability to maintain, create, organize, and coordinate resource materials
- Ability to work professionally and confidentially with diverse populations
- Possess a valid driver's license and ability to travel within two county areas and Commonwealth of PA

#### **Required Experience**

- An in-progress/completed post-secondary education is required

- Earning/an earned degree in communication, project management, education, business administration, or a related field is preferred

### Salary & Benefits

- Position Level: B
- Expected salary range: \$31,018 -- \$35,000
- Excellent benefit package, including medical, prescription, dental, vision and more
- Office Location: Youngwood, PA

### How to Apply

- Please submit your cover letter and resume to WFWIB Executive Assistant Michele Aston at [maston@westfaywib.org](mailto:maston@westfaywib.org)

The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Equal Opportunity, Diversity, and Inclusion: The Westmoreland-Fayette Workforce Investment Board (WFWIB) is committed to treating every individual, family, employee, and applicant with dignity, respect and compassion regardless of a person's sex, ancestry, national origin, race, color, age, religion, disability, military or veteran status, sexual orientation, gender identity/gender expression, genetic information, or social, economic or political affiliation. Compassion, trust, and mutual respect are at the core of our commitment to diversity and inclusion. The WFWIB fosters and promotes an inclusive environment that leverages the unique contributions of diverse individuals and organizations in all aspects of our work. We know that by bringing diverse individuals and viewpoints together we can collectively and more effectively create opportunities for a better life for the individuals we support.

Auxiliary aids and services are available upon request to individuals with disabilities.