

JOB DESCRIPTION

JOB TITLE: Administrative Assistant/Board
Coordinator
REPORTS TO Executive Director

PAGE: 1
FLSA STATUS: Non-Exempt
DIRECTLY SUPERVISES: 0

OBJECTIVE:

To provide administrative support to the Executive Director as required and to the NWPAs Job Connect Committees, Program Managers and all other staff as needed, assist with coordination of schedules and internal activities of the Administrative Assistant and/or Receptionist and provide office management supervision IT support and Human Resource support.

RESPONSIBILITIES

The essential functions of the job include but are not limited to the following:

Clerical Support/Executive Support

1. Provide administrative and clerical support to the Executive Director and Assistant Director as required.
2. Provide administrative and clerical support to PFP staff as needed.
3. Arrange meetings, workshops, conferences, seminars, receptions, and trainings. Handle event logistics, registrations, invitations and prepare required documentation. Poll for availability as needed.
4. Provide travel arrangements for staff and board members as requested.
5. Mail handling as needed and reporting if required. Coordinate and place various newspaper advertisements (legal for Public Meetings, Request for Proposals, help-wanted) as needed.
6. Executive support including tracking, distributing and final edits to documents including MOUs and RFPs among other items as needed.
7. Obtain necessary signatures and prepare contracts or other documents for mailing.
8. Attend training/seminars to support professional development.
9. Submit travel and mileage reimbursements for staff through approval and reimbursement processes.
10. Order supplies following fiscal requirements.

Board Coordinator

11. Establish the logistics for NWPAs Job Connect Board meetings, CLEO meetings, PFP board meetings and other committee meetings; arrange and work with host facilities, manage invitations, prepare any needed documents for the meeting.
12. Set up technology for hybrid meetings including use of laptop, projector, conferencing technology, board portal and meeting apps.
13. Develop the annual meeting schedule for all board and committee meetings with stakeholder feedback.
14. Prepare and deploy notices for public meetings in accordance with public meeting requirements and capture proof of publication.
15. Help to ensure compliance with Sunshine Act requirements, state and federal policies, local policies and bylaws.
16. Record and transcribe minutes in a timely manner of the NWPAs Job Connect Board of Directors' meetings and NWPAs Job Connect committees and other meetings as requested.
17. Prepare informational packets for meetings as needed.
18. Update contact information for Board, CLEOs, Staff, and Partners in databases.
19. Staff Liaison for Communication Committee and ongoing public relations efforts.
20. Ensure compliance with board membership composition requirements.
21. Track board member availability for scheduled and additional meetings. Determine if quorum is met for all meetings requiring quorum.

Professional Communications, in conjunction with the Information and Communication Specialist

22. Board Communication (See Board Coordinator below)
23. Liaison with the state as needed, especially for submission of documents.
24. Function as part of the social media and outreach approval process.
25. Website content creation and posting as needed.
26. Submit documents through portals on a regular basis as part of monitoring requirements.
27. Website and social media maintenance.
28. Create NWPAs Job Connect Social Media and website content.

Coordinating With Outsourced Functions

29. Coordinate logistics of information flow to and from the Fiscal Agent from NWPAs Job Connect as needed.

JOB DESCRIPTION

JOB TITLE: Information and Communication Specialist

PAGE: 2

30. Provide Human Resources support (i.e. post job openings, collect resumes and pre-employment applications, schedule interviews, coordinate annual employee performance reviews, track completion of payroll, receive property and complete process when employees leave, etc.)
31. Prepare benefit enrollment packets in conjunction with HR and benefit entities and coordinates orientation for new employees.
32. Ensure appropriate forms are completed by new employees and submitted for enrollment, if applicable.
33. Create and maintain Human Resource/personnel files.
34. Serve as in office IT and Telephone support.
35. Update to be in compliance with federal, state, and local guidelines for the PFP Handbook;
Assist in administering insurance programs related to employee benefits and carrier contract renewals
36. Work with HR entity, benefit providers and payroll to ensure benefit deductions are correctly calculated in the payroll system.
37. Assist Executive Director with ensuring PTO calculation is correct and calculate payouts for same.

Office Management

38. Assist with building maintenance and equipment support and repairs.
39. Work with service providers to have phone, internet, etc., available and in good working order.
40. Track contracts and ensure timely renewal
41. Track, verify and submit for payment all invoices for office space, memberships, services and repairs.
42. Follow all fiscal procurement and documentation requirements for purchases
43. Track all office and staff equipment and document possession, tag and serial numbers for records
44. Inventory office items regularly.

Perform other assigned duties as required for the success of the organization, including but not limited to the below.

OTHER DUTIES

- Proofread, edit and format documents for publication, as requested
- Maintain efficient and organized paper and electronic file structure
- Answer phones
- Serve as the point of contact for copiers, building maintenance and other administrative vendors as directed
- Maintain updated contact information for all professional contacts in shared address book
- Serve as in-office IT contact

QUALIFICATIONS

EDUCATION/EXPERIENCE AND/OR TRAINING

- Associate degree or equivalent experience
- Two to three years of related training or experience to include experience supporting public board meeting processes

LICENSES OR CERTIFICATIONS

- None required

WORK-RELATED KNOWLEDGE

Demonstrated knowledge of public board meeting processes
Ability to maintain a high degree of confidentiality

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the *Workforce Innovation and Opportunity Act of 2014* helpful but not required
- Strong verbal and written communication skills;
- Proficient in Microsoft Office applications including, Word, Excel, PowerPoint, and Outlook; and other social media venues;
- Group facilitation and leadership skills. Ability to work effectively and efficiently without supervision, and/or in groups; ability to establish and maintain effective working relationships with employers, participants, associates and the public;

JOB DESCRIPTION

JOB TITLE: Information and Communication Specialist

PAGE: 3

- Assignments are varied in nature and are carried out in accordance with established guidelines and applicable federal and state laws and regulations;
- Must possess a valid PA driver's license and a willingness to travel frequently as needed to carry out essential job duties;
- Must possess ability to maintain confidentiality of client information and records;
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others;
- Must possess initiative in starting, continuing and redesigning tasks for maximum impact;
- Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
- Board meeting dynamics knowledge helpful and desired

PROBLEM-SOLVING SKILLS: Identify problems, inform others, and provide information to assist with solving the problem.

VERBAL COMMUNICATION SKILLS: Excellent verbal skills to transfer information with co-workers or customers.

WRITTEN COMMUNICATION SKILLS: Complete and maintain documentation/records. Attention to detail.

MATH SKILLS: Addition, subtraction, multiplication, division, percentages, ratios.

TIME MANAGEMENT: Excellent time management skills and ability to meet deadlines.

COMPUTER SKILLS

- Database and contact management software
- Desktop publishing
- Internet/e-mail
- Social media
- Presentation software
- Spreadsheet software
- Word processing software
- Survey software
- Website functionality

TOOLS AND EQUIPMENT: General Office Equipment

MENTAL DEMANDS (Typically required on a regular basis to successfully perform the essential functions of the job.)

- Concentration/Attentiveness
- Manage Multiple Projects/Tasks
- High Level of Record Keeping
- Read and Comprehend Instructions
- Respond to Unpredictability
- Organize and Prioritize Independent Judgment and Discretion
- Relate to others

PHYSICAL DEMANDS (Typically required on a regular basis to successfully perform the essential functions of the job.)

- Ability to stand (less than 25% time on job)
- Ability to walk (less than 25% time on job)
- Ability to sit (prolonged periods)
- Ability to lift up to 30 lbs (less than 25% time on job)
- Ability to carry up to 30 lbs (less than 25% time on job)
- Reaching at high or low level
- Repetitive finger movement
- Ability to use both hands
- Ability to communicate orally
- Ability to hear conversation
- Ability to climb stairs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION

JOB TITLE: Administrative Assistant/Board Coordinator

PAGE: 4

WORKING CONDITIONS (Typically required on a regular basis)

This position *typically* requires work in a normal office environment. Travel throughout the six (6)-county region will be required as needed. Scheduled days to work in the office vs the hybrid work of at home will also be required. Generally, any travel or days at the Meadville office will be scheduled in advance when able.

PERSONAL PROTECTIVE EQUIPMENT

This position *typically* does not require the use of personal protective equipment.

LOCATION

This position is hybrid to Meadville, PA. Time will be required as needed and also on a recurring basis in the Meadville office. There will also be occasional travel throughout the six county region of Erie, Crawford, Clarion, Warren, Forest and Venango. The work is often done remotely, but office time and travel will be required as part of the position.

SALARY

The salary range for this position is from \$40,000 to \$42,000

REFERENCE CHECK: Required

EQUAL OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

STEVENS AMENDMENT

This position is 100% supported by the PA Department of Labor and Industry of the U.S. Department of Labor as part of awards totaling \$7,057,036.44 with 0% financed from non-governmental sources.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date