



JOB ANNOUNCEMENT

Part-Time Program Assistant – Construction and Trades, Transportation and Logistics Industry

ORGANIZATION

Anne Arundel Workforce Development Corporation, (AAWDC) is a nationally recognized, innovative workforce development organization that provides high-quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success. AAWDC is seeking Part-time Program Assistant to support our Construction and Trades, Transportation and Logistics Industries.

OVERVIEW OF RESPONSIBILITIES

The Program Assistant provides both administrative and operational support. The Program Assistant works with Initiative staff and partner organizations to gather and compile data and information required to maintain, run and update routine reports and develop new reports. The Program Assistant provides customer service and is responsive to customer or staff requests. The Program Assistant is knowledgeable in data management and other administrative software programs. The Program Assistant ensures that the initiative or department has the resources needed to function efficiently.

POSITION FUNCTIONS

- Compiles customer data needed for analysis and/or reporting;
- Develops and maintains regular reports including spreadsheets, charts, and graphs, and serves as the primary responder of reporting inquiries of tracked data;
- Works collaboratively with team members to ensure that performance goals are met/exceeded;
- Meet customers' needs and program requirements;
- Provides reporting and staff support;
- Ensure files are accurate and up to date;
- Schedules meetings;
- Collects procurement requests and purchasing;
- Perform data entry and database management;
- Other duties as assigned.

Skills and Certifications

Able to adapt and navigate in a fast-paced environment committed to exceptional outcomes. Excellent communication skills: writing, speaking and listening with a diverse customer population, internal and external partners. Able to maintain confidentiality and workplace sensitivity; experience in developing and maintaining electronic and hard copy reports, charts, and graphs. Excellent organizational skills, the ability to prioritize work and manage deadlines successfully. Ability to manipulate large and complex datasets. Strong attention to detail and multi-tasking abilities. Advanced Excel skills. Proficiency in Microsoft Office.

Background

A. A degree in business administration, human services, social sciences or other related fields of study is required. In exceptional cases, two years of directly related experience will be considered.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

AAWDC is driven by three core values in ensuring which guide Anne Arundel County is the best place. Our values guide the way that we work with business, job seekers, moreover, partners.

- **Innovation:** AAWDC exercises creativity and vision to drive purposeful change that impacts both business and job seekers.
- **Collaboration:** AAWDC partners with public and private entities to effectively address the workforce needs of the region and maximizes impact.
- **Excellence:** AAWDC is a premier workforce provider delivering products and services that lead to meaningful results.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by March 1, 2019.

No phone calls or mailed applications will be accepted. Only selected job applicants will be contacted.

Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer