



VACANCY ANNOUNCEMENT

Program Assistant – Youth Initiative

AAWDC, a 501(c) (3) that provides workforce and training services in Anne Arundel County, is seeking a **Program Assistant** to supporting the Youth Initiative. The position will report to the Director of the Youth Initiative.

POSITION SUMMARY

AAWDC Youth Initiatives is looking for a professional, responsible, very detail-oriented self-starter with experience providing administrative support in a fast-paced environment. The Program Assistant is responsible for on-the-ground implementation and improvement of WIOA and other youth program activities including but not limited to: conducting outreach and recruiting potential participants; ensuring program participants meet program eligibility, tracking program outcomes and performance in multiple tracking systems; and coordinating with contracted program vendors to respond to questions and provide technical assistance.

REQUIRED KNOWLEDGE AND ABILITIES

- Minimum of 3 years administrative experience required. AA degree, interest in youth development and workforce development issues and experience with the Maryland Workforce Exchange and WIOA preferred
- Excellent attention to detail, personal organization and time management
- Demonstrated competency with record-keeping, documentation and data management
- Ability to successfully work in a fast-paced environment and pro-actively manage multiple tasks simultaneously under pressure
- Excellent written and oral communication skills; experience and ability to write professional correspondence and communicate with internal and external audiences
- Proficient in MS Office, including Word, PowerPoint, Excel and Outlook
- Excellent computer and internet research skills
- Understanding and ability to learn basic website management software and procedures. Experience with HTML, Drupal, Salesforce, Constant Contact and web-based outreach platforms a plus
- Ability to work and communicate effectively within a team
- Excellent interpersonal skills, including a desire to learn and the ability to be flexible
- Ability to exercise professional discretion, judgement and diplomacy
- Ability and willingness to travel as needed

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org by April 8, 2016.

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