

## ADMINISTRATIVE & PROGRAM SUPPORT

The Administrative and Program Support role is responsible for the administrative operations of the WRO Employment Center, data entry, and organizational tasks. This individual will work closely with the local leadership team to perform multifaceted, time-sensitive functions to ensure that projects are organized and completed effectively and in a timely fashion. The position requires strong attention to detail, organization, critical thinking, confidentiality, and dependability. This position will be responsible for providing reports and data to the WRO central office. Additionally, this person may join in program activities with participants during peak training times.

### Essential Functions

- Accurately manage information, data, and resources, including systems for paper and electronic documents, databases, spreadsheets, and other materials and resources
- Provide logistical support for meetings and division activities by taking notes and preparing resources
- Provide support for the preparation of client reports and internal project management tools
- Work with key staff to maintain accurate and thorough records of project activities, program deliverables, and outcomes
- Help with the preparation of presentations, spreadsheets, and other materials.
- Establish and maintain filing and record keeping for project activities
- Assist with job fair and workshop preparation, including setup and classroom organization.
- Perform other duties as assigned to support program operations and goals.

### Minimum Qualifications

#### (Education and Experience)

- Bachelor's degree in business administration, marketing, or other related fields preferred
- At least two years of office management experience

### Knowledge, Skills, and Abilities

- Integrity, credibility, and a commitment to and passion for the program's mission
- Advanced Microsoft Office skills and an ability to become familiar with firm-specific programs and software
- Strong organizational, multitasking, and problem-solving skills, with exceptional attention to detail and the ability to remain calm and be effective under pressure
- A proven ability to exercise sound judgment in the performance of responsibilities and the handling of information while upholding confidentiality
- Excellent verbal and written communication skills and the interpersonal skills to communicate effectively

### Salary

- \$40,000 Annually
- \$45,000 Annually with Desired Degree

### Benefits Include

- Health and Life Insurance
- Holiday, Vacation, and Sick Leave
- Retirement

