

OFFICE- BOARD COORDINATOR

A full-time, professional staff position that organizes Board and Committee meetings, provides overall administrative support to the Executive Director, provides data entry support to the Finance Manager, and coordinates administrative needs of the office.

JOB DUTIES INCLUDE

- Responsible for the coordination and organization of all quarterly Local Elected Officials Board and Workforce Development Board meetings and monthly Executive Committee meetings to include meeting advertisements, coordination of meeting logistics, preparing meeting materials, recording meeting minutes, and documenting Board action and communication with the Executive Director.
- Provide support to the Governance Committee in the recruitment and onboarding of new WDB members. Maintain accurate records for all Workforce Development Board members, including information on nominations, appointments, Conflict of Interest and Statement of Financial Interests in compliance with federal and state rules.
- Provide support to other CPWDC Standing Committees, in coordination with other staff, to include meeting coordination, agenda preparation and documentation of meeting minutes and Committee actions.
- Provide administrative support to the Executive Director and other staff including but not limited to:
 - Writing correspondence and reports and coordinating with other staff to edit correspondence to staff, WDB, LEO Board and other stakeholders.
 - Scheduling appointments and travel arrangements
 - Clerical support
 - Securing meeting sites and coordinating activities for work groups, partnerships and committees on which Executive Director serves
 - Data input, filing and mailing of accounting and contract information
- Responsible for the following human resource activities:
 - Manage and administer personnel benefits
 - Monitor and review benefit packages with consultants or advisors
 - Ensure benefit packages and programs are up to date and accurately cover the needs of employees as determined by the Executive Director and Personnel Committee
 - Provide orientation for new employees
 - Manage personnel files with the highest level of confidentiality and ensure current and updated documents are included for each employee
 - Manage communication to employees regarding personnel manual policies and benefits, such as rate increases, policy changes, etc.
 - Ensure that Fiscal Department has accurate information related to benefits and payroll deductions
- Receive, log and distribute mail on a daily basis
- Communicate CPWDC activities to the general public by posting and updating information for the website; maintain process to provide on-going and timely communication with the Board members.
- Proofread, edit and format documents for publication
- Maintain efficient and organized paper and electronic file structure
- Answer CPWDC phones
- Perform monthly credit card reconciliation for staff purchases
- 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
- Perform all other duties as required

MINIMUM JOB QUALIFICATIONS

- Associate's Degree or equivalent experience
- Two years of related training or experience- supporting public board meeting processes and/or human resources experience preferred
- Highly proficient in Microsoft Office products including Word, Excel, Outlook, Publisher and PowerPoint
- Excellent written and verbal communication skills
- Strong proofreading and editing skills
- Very well organized and detail-oriented
- Ability to maintain a high degree of confidentiality
- Self-motivated and experienced in working in deadline-driven environment
- High level of professionalism

PREFERRED QUALIFICATIONS

- Knowledge and interest in workforce development issues
- Previous experience with data entry of accounts payable and/or accounts receivable
- Previous experience with governmental or nonprofit organizations a plus
- Previous experience with taking high quality meeting minutes

Excellent benefits. Send cover letter, resume, salary requirements, and CPWDC application to Erica Mulberger at emulberger@cpwdc.org.

CPWDC is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, disability, veteran status, age or genetic information, sexual orientation, or any other status protected under local, state or federal law. Auxiliary aids and services are available upon request to individuals with disabilities.