

## **Office/Board Coordinator**

Central Pennsylvania Workforce Development Corporation (CPWDC) is seeking a full-time, professional staff person that provides overall administrative support to the Executive Director, organizes Board and Committee meetings, provides data entry support to the Finance Manager, and coordinates the administrative needs of the office.

### **About CPWDC:**

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.

Established in 1999, CPWDC is a non-profit located in Lewisburg, PA that serves as the local Workforce Development Board (WDB) for the nine-county region consisting of Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, and Union counties.

CPWDC oversees programs that are designed to assure that businesses in Central Pennsylvania remain competitive and grow jobs, that workers from all backgrounds have opportunities to obtain skills that will help them become or remain self-sufficient, and that our communities are economically resilient. For more information about CPWDC, visit our website, [www.cpwdc.org](http://www.cpwdc.org).

We encourage those to apply who have accessed workforce development assistance or training in the past who meet the job qualifications.

### **Primary Functions and Responsibilities:**

This position strongly contributes to the efficiency of CPWDC by providing personalized and timely support to the Executive Director and management team. Your ability to plan and get your work done while anticipating and supporting the needs of management is critical for everyone in achieving the organization's goals.

- Daily responsibilities include answering and directing phone calls, organizing meetings and schedules, receiving and distributing mail, producing and distributing letters and emails, reconciling expense reports, maintaining office supply inventory, assisting with projects, and providing other direct administrative support to the team
- Organize meetings, including scheduling, sending reminders, documenting meeting minutes, preparing agendas and meeting packets, and organizing catering
- Provide administrative support to the Executive Director including but not limited to writing, formatting, and editing emails, letters, and reports on the executive's behalf, scheduling travel and appointments, and filtering email and phone calls prioritizing the most sensitive matters
- Communicate CPWDC activities to the general public by posting and updating information for the website and social media pages; maintain process to provide on-going and timely communication with the Board members
- Complete data entry, filing, and mailing of invoices and other fiscal records
- Perform monthly credit card reconciliation for staff purchases
- Maintain accurate records for all Workforce Development Board members in compliance with the Workforce Innovation & Opportunity Act
- Proofread, edit, and format documents for publication
- Serve as the point of contact for copiers, building maintenance, and other administrative vendors
- Maintain efficient and organized paper and electronic file structure
- Provide support for human resource functions and onboarding new employees including the administration of personnel benefits
- Maintain updated contact information for all professional contacts in Office 365

- Assist other CPWDC personnel with projects as necessary
- Perform other duties as necessary to support the vision and mission of CPWDC

**Required Qualities, Knowledge, and Skills:**

- Expert understanding of Office 365 applications including SharePoint and Teams, Microsoft Excel and Word, and Adobe Acrobat
- Ability to work independently with little supervision
- Have a proactive approach to problem-solving with strong decision-making skills
- Strong coordination and organizational skills including the ability to prioritize and focus on multiple projects simultaneously
- Excellent written and verbal communication skills
- Strong proofreading and editing skills
- Very well organized and detail-oriented
- Ability to work in a deadline-driven environment
- Ability to maintain a high degree of confidentiality
- Ability to adapt to other's work style
- Ability to take responsibility for completing assignments and ownership of the role to create efficiencies for yourself and the organization while maintaining a high degree of accuracy
- An eagerness to find opportunities that help you achieve your personal goals while supporting other team members to meet their goals

**Education and Experience Requirements:**

- Associate degree or equivalent experience
- Two to three years of related training or experience as an executive or administrative assistant to include experience supporting public board meeting processes
- Previous experience with taking meeting minutes preferred
- Previous experience with data entry of accounts payable and/or accounts receivable a plus
- Previous experience with governmental or nonprofit organizations a plus

**Working Conditions:**

CPWDC has a professional office environment. Due to COVID-19, all staff are working remotely and go into the office as needed for everyone's safety. This is a full-time, 40 hour per week position that reports to the Executive Director. Competitive salary and excellent benefits include:

- 401(k) matching
- Health insurance
- Flexible spending account
- Life insurance
- Disability insurance
- Paid time off
- Flexible/family-centered work environment.

**To Apply:**

Submit your cover letter, resume and a completed CPWDC Employment Application to [emulberger@cpwdc.org](mailto:emulberger@cpwdc.org). Please indicate "CPWDC- Office/Board Coordinator" in the subject line. Incomplete Applications will not be considered. No phone inquiries please.

Contact your local PA CareerLink® for assistance applying or proof-reading your submittal.