**JOB TITLE:** Administrative Assistant/Office Coordinator– Workforce Development

**REPORTS TO:** Director, Workforce Development

**Hours:** M–F, 9a.m.–5p.m. (This is an in-office Position)

**Description:**

The Administrative Assistant/Office Coordinator is responsible for supporting the day to day in person office operations of the St Nicks Alliance Workforce Development Center. The Administrative Assistant/Office Coordinator oversees the Front Desk staff and assists the Director of Workforce and Program Managers with complying with program/funder requirements.

**Responsibilities include:**

- Assist Director of Workforce with Funder grant applications, reports, and contracts including preparing forms, receiving required documents from Fiscal and HR, sending to Executive Director for Signature, scanning, and mailing.
- Develop and improve organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll, time keeping and scheduling.
- Manage Front Desk Operations, and Front Desk Personnel. Providing coverage when needed.
- Oversee Front Desk Client Intake process.
- Order supplies and equipment as needed
- Assist with Data Entry.
- Support Director in ensuring office support for all workforce programming.
- Develop office communications for staff in collaboration with the Director.
- Manage Shared Google Classroom Calendar.
- Managing phone calls and messages in a very timely manner, opening and sorting mail, and calendar management for classes, events, and meetings.
- Travel to Organization Headquarters as needed for HR/Fiscal related tasks.
- Manage staff reimbursement and timely submittal of invoices for vendor payment.
- Manage client incentives and Metro Cards for transportation and program retention.
- Assist with New Hire process including computer, email, and phone set-up.
- Coordinate with IT on all office equipment in collaboration with the Director.
- Ensure all staff are using the most current version of Organization letterhead.
- Works with Director of Communications to ensures all Workforce program marketing materials are up to date.
Excellent organizational interpersonal skills are required; must have strong communication, customer service, writing and computer skills. Experience working with low income job candidates; proven ability to work as part of a team; ability to multi-task, prioritize and meet deadlines. Bilingual English/Spanish is a plus.

- Associates or Bachelor’s degree preferred.
- Proficiency in Microsoft Office, Google Docs, Google Sheets & Advanced computer skills
- Experience with scheduling, Google Calendar and payroll is a plus.
- Excellent written and verbal communication skills
- Strong Organizational and Time Management skills is a Must!
- Ability to prioritize and meet deadlines is a must.
- Attention to Detail is a Must!
- Ability to Multi-Task.
- Comfort with fast-paced environment.
- Ability to Work M-F 9am-5pm at the St. Nicks Alliance Workforce Development Center.

How to Apply

- Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with Administrative Assistant/Office Coordinator – Workforce - St. Nicks Alliance subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.

- St Nicks Alliance is an Equal Opportunity Employer.