

WESTERN VIRGINIA WORKFORCE DEVELOPMENT BOARD

JOB DESCRIPTION

Job Title: Administrative Coordinator Date: May 2022
Reports To: Senior Operations Director Status: Non-Exempt

Basic Function: Working under the supervision of the Senior Operations Director, the Administrative Coordinator performs a variety of administrative duties in support of the operations of the organization. The Administrative Coordinator will help with administrative duties including but not limited to administrative tasks for the Workforce Development Board, overall grant management and reporting, and assisting with accounts payable and receivables. This position is a part-time position, with the possibility of being full-time, depending on the candidate.

Significant Responsibilities:

Performs specific job responsibilities:

- Reads, directs, and responds to general correspondence received by the organization, including drafting of letters and documents to internal and external partners and Board members
- Assists with bank deposits and check distribution
- Maintains office supplies for the organization and is responsible for purchasing/ordering when needed
- Responsible for scheduling and organizing meetings of the Board and its associated Committees and work groups
- Performance data input for invoices and accounts payable items into electronic reimbursement request system
- Assists with documentation of activities and expenditures for federal, state, local, and discretionary grants
- Attends all official meetings of the Board and Committees and compiles minutes and notes from each meeting
- Drafts financial, statistical, narrative, and/or other reports as requested
- Maintains administrative files and records according to retention standards for the organization

Job Scope:

- Coordination: coordination of administrative tasks with a variety of team members made up of internal and external partners
- Communication: regular communication with supervisor, team members, Board staff, and workforce internal and external partners
- Confidentiality: adhere to WIOA Title I and other discretionary grant confidentiality requirements and maintain highest confidentiality required
- Financial: assist with documenting expenditures and coding of expenditures to appropriate grant funding stream
- Judgement: errors could result in federal and state compliance and financial issues
- Compliance: responsible for knowledge of federal, state, and local policy, with emphasis on legislation put forth by the U.S. Department of Labor Employment and Training Administration
- Travel: potential travel within the eight localities of the region including the Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke and the Cities of Covington, Roanoke, and Salem. Possible overnight travel to conference and workshops within the Commonwealth of Virginia and out-of-state.

Minimum Qualifications Required:

Education/Experience: High School Diploma or recognized equivalent required. Experience in administrative, human services, business management, public administration, bookkeeping or related field. One year of professional experience preferred.

Licensure, Certification and/or Registration: None

Essential Skills, Abilities & Knowledge: Knowledge and experience with data entry systems and customer management software; Knowledge of the structure and operation of government and community agencies and private businesses; ability to work independently; advanced knowledge of computers and basic accounting software; ability to manage files; ability to compile and prepare reports and statements; ability to multi-task, set priorities, and have high level of organization; exceptional customer service skills; ability to express ideas clearly and concisely, both orally and in writing; ability to update and maintain various social media platforms and website editors (Wordpress); ability to establish and maintain a good working relationship with clients, public and private agencies, and the employer community; excellent analytical and problem-solving skills; ability to operate standard office equipment including but not limited to computers, copiers, calculators, and other technology.

Working Conditions: This is a partially sedentary job with requires sight sufficient for significant reading, keyboarding/computer use, and requires an individual with hearing sufficient for extensive direct and/or telephone contact with a wide scope of workforce agencies and individuals. Responsibilities require an individual to be physically mobile to attend meetings in multiple locations. Possible regular travel to meetings within and outside the eight localities in the Virginia Career Works – Blue Ridge Region. The nature of this position and the personal interactions involved require that an individual possess significant and persuasive interactive communication skills. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

<p>This job description is only meant to be a representative summary of the major responsibilities and accountabilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.</p>
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The Western Virginia Workforce Development Board is an Equal Opportunity Employer/Program. Auxiliary aides and services are available upon request to individuals with disabilities. TDD-VA Relay: 711.

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