**Administrative Assistant**

Central Western Maine Workforce Initiatives

Augusta, ME

Part-time (20 hours per week)

Qualifications

Associate Degree (Preferred) or two years of related experience

Driver's License (Required)

US work authorization (Required)

**Full Job Description**

Administrative Assistant

Central Western Maine Workforce Initiatives

Augusta, Maine

The Central Western Maine Workforce Initiatives (CWMWI) is looking to hire an Administrative Assistant to join our small, local team!

The CWMWI is a quasi-governmental organization in the Central/Western Region of Maine, which is responsible for implementing and managing federal WIOA Title 1B funding and workforce board functions to five counties in Maine: Androscoggin, Franklin, Kennebec, Oxford, and Somerset. CWMWI is headquartered in Augusta, Maine.

The CWMWI is looking for a Administrative Assistant who likes to work independently and as part of a team, has a strong attention to detail, and has an understanding of or can quickly learn policy and workforce development. The ideal candidate would have a previous background in workforce development and/or policy and holds an associates degree or bachelor's degree in business administration, public policy, or related field. This position would report directly to the CWMWI Executive Director.

**The Administrative Assistant would be responsible for, but not limited to:**

* Attending all Workforce Board, Chief Elected Official Board, Operations Committee, and all other committee or working group meetings, and take meeting minutes;
* Co-manage a Wordpress website, in accordance with federal requirements and state policies;
* Organize the Microsoft SharePoint files by developing an internal organization system and implementing a naming convention plan;
* Provide administrative support to ensure efficient office operations;
* Work closely with the local area Service Provider in support of the Executive Director, CWMWI goals, and Workforce Board functions;
* Maintain a working understanding of WIOA, federal regulations, and state policies, with the support of annual training and regular technical assistance training from the MDOL;
* Work closely with the Executive Director on special projects;
* Carry out administrative duties such as filing, typing, copying, binding, scanning etc;
* Work to support regular meetings of the Executive Director;
* Perform tasks related to organization and strong communication;
* Communicate via phone, text, email, and mail;
* Contribute to team efforts by accomplishing related results as needed.

**Skills and Qualifications:**

Microsoft Office: Outlook, Word, Excel, Powerpoint, Sharepoint, OneDrive

Adobe Acrobat Suite

Wordpress

Organization and Attention to Detail

Problem Solving Skills

Administrative Skills

Clear Communication Skills

Flexibility

Team player and independent worker

**Education Requirements:**

Associate’s Degree in related field, preferred, or two years of experience as an administrative assistant or similar position

**Other Requirements:**

Valid driver's license (travel may be required for work)

**Title: Administrative Assistant**

Pay Range: $18 per hour

Schedule: 20 hours per week, schedule is flexible, except for required meetings

Start date: ASAP

Location: Remote, with an option to work in the Augusta office; may be required to attend in-person quarterly and/or monthly meetings