



SOUTHERN GEORGIA
REGIONAL COMMISSION

JOB TITLE: Workforce Development Project Assistant

DEPARTMENT: Workforce Development - Waycross

JOB SUMMARY: This position is responsible for performing programmatic and administrative duties in support of the Business Services Unit of Workforce Development. Concentration will be on Regional Sector Partnerships and On-the-Job Training programs.

MAJOR DUTIES:

- ❖ Assists with sector strategy initiatives and coordinates efforts to link business' in the region with the partnership.
- ❖ Assists with the recruitment of sector partners;
- ❖ Assists with organizing, scheduling and documenting regional sector partnership meetings.
- ❖ Assists the Business Services Coordinator with On-the-Job Training programs.
 - Assists with the changes and modifications to On-the-Job Training contracts.
 - Interviews potential candidates for the program.
 - Reviews participant files for eligibility.
 - Enters and maintains participant data in the Workforce System.
 - Provides case management assistance to participants.
 - Processes invoices.
- ❖ Assists with media communication regarding Sector Partnerships and On-the-Job Training.
- ❖ Prepares correspondence, emails, requisitions and reports.
- ❖ Copies and distributes documents.
- ❖ Maintains program calendar.
- ❖ Establishes and maintains a filing system for information and documents for the Business Services Unit:
 - Meeting Minutes
 - Partnership Directory
 - Program Calendar
 - Other
- ❖ Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- ❖ Skill in establishing and maintaining effective partnerships with co-workers, community partners and worksite personnel.
- ❖ Knowledge of modern office practices and procedures.
- ❖ Skill in performing mathematical calculations with accuracy and completeness.
- ❖ Skill in public and interpersonal relations.
- ❖ Skill in verbal and written communication.
- ❖ Ability to work well with others and independently when necessary.
- ❖ Knowledge of the commission's mission, policies, and procedures.
- ❖ Knowledge of generally accepted formats for various reports.
- ❖ Skill in operating a computer and standard office equipment.
- ❖ Skill in preparing and presenting various reports.
- ❖ Skill in public and interpersonal relations.
- ❖ Skill in verbal and written communication.

SUPERVISORY CONTROLS: The Workforce Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Workforce Innovation and Opportunity Act regulations and advisories, Technical College System of Georgia, Office of Workforce Development regulations, Training and Employment Guidance Letters and Equal Opportunity regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of related technical and administrative duties. The volume of work to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in the implementation of WIOA services. Success in this position contributes to the integrity of the Workforce Innovation and Opportunity Act system.

PERSONAL CONTACTS: Contacts are typically with co-workers, employers, officials of other agencies, recipients of direct services, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, to provide services and to resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, or while standing or walking. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office or at monitoring sites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- ❖ Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- ❖ Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- ❖ Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Employee Signature

Date

Supervisor Signature

Date