HAMPTON ROADS WORKFORCE COUNCIL (HRWC)

POSITION DESCRIPTION

WOMEN IN SKILLED CAREERS (WISC) PROGRAM ASSISTANT

General Definition: Performs professional and technical work to assist the WISC Program Coordinator and Virginia Career Works (VCW) Center staff in the ongoing implementation of the WISC Program. Conducts participant outreach and recruitment activities; facilitates Program services and activities; tracks participant performance and outcomes; facilitates access to and receipt of participant supportive services; and, assists in the coordination of participant training services with providers. Work is performed under the general supervision of the WISC Program Coordinator. This is a temporary Grant funded position based on twenty-nine (29) work hours per week.

Description of Duties: The person in this position is required to:

1. Conduct and track participant outreach and recruitment activities through informational presentations; direct mail activities; emails; telephone calls; coordination with OppInc training providers and partner organizations; and, other applicable modalities.

2. Compile an ongoing data base of Project participants, Project exits and related Project and WIOA Program outcomes, using the State VaWC participant tracking system and other applicable software applications. Perform data entry tasks and produce Project reports.

3. Maintain required physical files for Project participants to include all required forms, documents and performance outcome documentation.

4. Facilitate Project informational sessions and assist with the on-line survey, related data entry and financial records requirements.

5. Assist with individual and group meetings with Project participants and the tracking and documentation of services, activities and outcomes.

6. Conduct and document post-program follow-up activities with Project participants.

7. Attend required local and out of town Project related meetings as needed.

8. Perform related tasks as needed.

Qualifications Required: Any combination of education and experience equivalent to an Associate Degree from an accredited college or university in business administration; public
administration; counseling; finance; or, related field, and one (1) year of related employment experience. Experience in the use of computers and administrative software applications to include Microsoft products; excellent oral, written, and interpersonal skills; ability to develop and make informational presentations to small and large groups; ability to establish and maintain effective working relationships with others; and, proficiency in the tracking, documenting, compiling and reporting of data. Possession of a valid driver’s license and access to a reliable automobile for work related travel purposes.