

Urban League Twin Cities

Job Description

Job Title: Administrative Assistant	FLSA: Exempt	Type: Full-Time
Intersection: Workforce Solutions	Program/Dept: Workforce Programs	
Reports to: ULTC Interim Workforce Director	Number of Direct Reports: 0	

Position Purpose:

This position is primarily responsible for managing day-to-day routine and advanced duties for the Interim Workforce Director and other professional staff, including assisting with event planning, meeting set up and implementation. The position requires knowledge of workforce programs, preferably in a nonprofit sector, works well in a team setting, strong interpersonal and organizational skills, and strong technical skills. The Administrative Assistant engages with people from a wide variety of levels, from clients, management, and CEOs.

Major Job Functions & Responsibilities:

- Provides administrative support for Workforce Solutions Director and Workforce Team, as directed
- Assists with intake of Workforce programs
- Assists with enrollment process for participant training classes
- Prepares and maintains spreadsheets for program reports
- Assists with entering data into client management systems; update data as needed
- Prepares responses to routine inquiries
- Maintain filing system
- Attends and assists with program orientations and outreach activities
- Coordinates and maintains office supply inventories and support services, i.e. bus and gas cards
- Prepares check and purchase requests, and offer general staff support
- Creates correspondence, prepare reports and documents
- Organizes files, manage calendars to schedule appointments
- Assist in creating and prepare flyers for Workforce events and programs
- Performs other duties as assigned

Required Knowledge, Skills & Abilities:

- Demonstrated organizational skills
- Work well under pressure, particularly when faced with unexpected occurrences or delays
- Ability to synthesize complex or diverse information
- Identifies and resolves problems in a timely manner
- Strong technical skills/Microsoft proficiency
- Professional oral and written communication skills
- Ability to meet deadlines and document job referrals, placements and job retention milestones
- Sensitive to confidentiality
- Ability to determine priorities for varying tasks to meet time constraints
- Strong human relations skills
- Contributes to team effort by accomplishing related results as needed

- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies

Educational Qualifications:

- HS Diploma/GED required
- Minimum of two-four years' experience with transferable skills
- Strong Computer skills necessary

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.