

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Career Services Administrative Assistant

JOB ANNOUNCEMENT

Summary:

We are looking for a responsible Career Services Administrative Assistant to assist SBWIB YouthBuild with admin related duties and provide support to office staff. The work of the Career Services Administrative Assistant will be critical in ensuring that the team meets its goals in an efficient and organized manner. This person should be able to take initiative as well as productively manage his/her time while working in a fast-paced environment.

Salary & Benefits

This is a part-time position, 25 hours/week, with a starting hourly wage of \$15.98. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Part-time employees are eligible to receive sick leave after completing the 60-90-day employment introductory period.

Minimum Qualifications:

Must have high school diploma or equivalent, graduate with an Associate's Degree in business or any related field and at least one (1) year of related administrative experience is required (education may be substituted by experience on a year-for-year basis); good oral and written communication skills and strong customer service skills are a must; strong MS Word and EXCEL skills are also required. **Applicant must be able to satisfactorily pass background and reference check clearances.**

Essential Duties and Responsibilities: Under general supervision of the Site Manager or designee, the duties of the Career Services Administrative Assistant will be, but are not limited to, the following:

- Answer phones, forward calls, and take messages, assist in performing clerical functions
- Performs a variety of duties related to a specific project or program
- Word processing to create letters, reports, requisitions and other documents
- Set up and maintain member and project files
- Input info into attendance data system follow-up and prepare regular reports as needed
- Oversee inventory and maintenance of office supplies and materials
- Collect, review and chart program outcomes
- Provide excellent customer service to all members and stakeholders
- Collaborate with SBWIB staff to meet organizational goals
- Provide administrative support and perform other related duties as assigned

Working Conditions:

Performing duties of this position may require spending the majority of the day walking, standing, sitting at a desk and some lifting and bending for filing purposes. Employee must have good time management skills, be able to work well under stress and meet deadlines.

How to Apply: Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a physical or mental disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.