



Executive Assistant

Deadline to Apply: Friday, June 10, 2022



SUMMARY

Southeast AlabamaWorks is one of seven Regional Workforce Councils that promotes and supports the Governor's education and workforce initiatives. Our mission is to identify and address the workforce needs of local businesses and industries by cultivating partnerships with educational systems, training providers, and job seekers.

Southeast AlabamaWorks is a non-profit organization serving Region 6 which consists of ten-counties: Barbour, Butler, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, and Pike.

JOB DESCRIPTION

The Executive Assistant will report directly to the Executive Director and assist with office administration, accounting, and project management duties. A summary of duties is as follows:

Office Administration

- Collect, enter, and maintain current account, contact, and campaign data into Salesforce CRM, Excel workbooks, and other reporting mechanisms.
- Assist Executive Director with maintaining, implementing, and updating Council bylaws, organizational policies, strategic plans, etc.
- Maintain accurate records of all Southeast AlabamaWorks documents and filings, both electronically and manually.
- Assist Executive Director with scheduling appointments, meetings, project deadlines, travel arrangements, conferences, etc.
- Record all meeting notes and minutes, distributing to appropriate council/board members and staff.
- Type correspondence, council documents, special reports as requested.
- Perform labor market information extraction and reporting using JobsEQ and other data sources.
- Assist Executive Director with researching and filing for private and federal workforce development grants.

Accounting and Project Administration

- Manage AP, AR, General Ledger financial transactions according to organizational policy.
- Maintain concise, accurate accounting records and provide Executive Director with monthly and specialized reports as requested.
- Coordinate and manage Leadership Training project to include scheduling, marketing, participant registrations, invoicing, payment, and correspondence with training provider.
- Maintain annual contracts/membership schedules for Council and individual staff, alerting Executive Director of deadlines for payment and renewal.
- Assist in the preparation, coordination, and facilitation of meetings, included but not limited to industry cluster, Board/Council meetings, partner agencies, etc.

- Research and maintain up-to-date records of all K-12, community colleges, and higher education entities' contacts, CTE/training courses, Work-based Learning programs, etc. Update records in Excel Workbooks unless otherwise directed.
- Maintain deadlines for team member projects and follow-up to ensure completion and resolution of projects are met.
- Perform other tasks and duties as assigned by the Executive Director.

QUALIFICATIONS

- An Associate Degree (administration, business, accounting, or related field) or equivalent experience.
- Skillful and proficient in QuickBooks, Microsoft Excel, Word, PowerPoint, OneDrive, Gmail, Google Calendar, Salesforce CRM, digital technology, and social media.
- Documented experience in A/P, A/R, General Ledger.
- Knowledge of FormStack, JobsEQ, and Canva is highly preferred.
- Self-starter with high degree of professionalism and ability to adapt to a fast-paced, fluid environment.
- Strong organizational, analytical, time-management, communication, and interpersonal skills with proven record of meeting deadlines with minimal supervision.
- Strong work ethic, exceptional integrity, and ability to maintain absolute discretion and confidentiality with proprietary information.
- Must have valid driver's license, reliable automobile and automobile insurance.

Location | Schedule

- Position is exempt.
- Position will be in Dothan, AL. *Relocation assistance is not available.*
- Normal work hours are Monday-Thursday, 8:00 - 5:00 and Friday, 8:00 - 1:00; participation in occasional early morning, evening, and weekend meetings/events is required.
- Occasional overnight or out-of-town travel may be required.

Compensation

Competitive salary and compensation package commensurate with education and experience.

Application Process

Send cover letter, resume, and references to:

Ann Carr, Executive Director: acarr@southeastalabamaworks.com

Deadline to apply is **Friday, June 10, 2022 at 5:00 PM (CST)**

Southeast AlabamaWorks provides equal employment opportunities (EEO). It is the policy of Southeast AlabamaWorks that no person shall, on the grounds of race, color, religion, sex, national origin age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Southeast AlabamaWorks will make reasonable accommodations for qualified disabled applicants or employees. Southeast AlabamaWorks reserves the right to withdraw, modify, or extend the job announcement at any time prior to the awarding of the position.