



## Mississippi Valley Workforce Development Board

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### **COMMUNICATIONS ASSISTANT JOB DESCRIPTION**

**REPORTS TO:** Executive Director

**JOB TYPE:** Full-Time Employee

**FLSA STATUS:** Exempt

#### **DESCRIPTION**

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This position supports the Mississippi Valley Workforce Development Board (MVWDB), Executive Director, and other board staff by performing a variety of complex and confidential administrative tasks which require a thorough knowledge of organizational procedures. Requires excellent communication and interpersonal skills and the ability to provide services to a diverse group of internal and external customers. The successful candidate should have an expert level of detail, excel under pressure, and have excellent time management skills. This individual should also have high personal expectations for themselves and be willing to go above and beyond to reach board and team goals.

#### **RESPONSIBILITIES**

- Assist in developing assigned committee meeting agendas in coordination with the chairperson, Executive Director, and other board staff.
- Prepare minutes of assigned committees and ensure that all members are kept apprised of meetings and activities.
- Serve as a point of contact for board members for information and technical assistance.
- Perform administrative functions for the MVWDB, Board Members, Executive Director, and other board staff.
- Assist in all areas which require support. Consistently apply a high level of understanding and awareness of board goals, priorities, values, and other relevant information to effectively navigate inquiries and requests.
- Compile reports, issue meeting announcements, and record appropriate data collection of meetings.
- Format and edit executive correspondence, presentations, reports, policies, requests for proposals, and contracts.
- Manage the executive director's calendar and meeting schedule, using initiative and judgment to prioritize.
- Perform light accounts payable and various financial payment processing.
- Manage the board website including uploading documents and creating pages.

- Manage and coordinate communications between the Board and community partners and respond to letters and general correspondence and inquiries.
- Provides administrative support in preparing for monitoring, audits, RFPs, procurements, and other workforce-related activities.
- Coordinate facility arrangements for various meetings including Directors, funders, and partner meetings.
- Coordinate and participate in committee or group planning for special and recurring events.
- Design and generate flyers, brochures, and other outreach and educational materials to support MVWA initiatives and events.
- Assist in the development of a systemwide Outreach Strategy and growing the local area social media networks.
- Track and manage special projects to support MVWDB as assigned by the Executive Director.
- Perform other duties as assigned that would lead to the successful operation of the MVWDB.

## **QUALIFICATIONS**

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- Associate degree in business, public administration, or a similar related field, or equivalent combination of education and experience required.
- Minimum 3 years of executive administrative support experience preferred.
- Excellent verbal and written communication skills including proficiency in record keeping; business letter writing and report preparation and proofreading.
- Ability to work independently, effectively prioritize work, manage multiple tasks, meet deadlines, and adjust work priorities as needed to meet the Board's objectives.
- Proficiency in Google Suites, Microsoft Word, Excel, PowerPoint, and Outlook mail and calendaring; and using the Internet, knowledge of Canva is a plus.
- Ability to use discretion in maintaining confidentiality and handling sensitive information.
- Expert attention to detail required.
- Strong organizational skills.
- Strong customer service skills.
- Creative, experience with creating outreach materials and marketing desirable.
- Must be able to travel within the eight-county local workforce area on a regular basis and occasionally travel outside of the workforce area to attend meetings, conferences, or events required.

## **EXPECTATIONS**

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- Work 40 hours a week, on a flexible schedule to accommodate all board, and committee meetings, and other required events as deemed necessary by the MVWDB.
- Work from a home office when not attending board-related events and meetings, unless otherwise designated after the probationary period.

- Keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- Will not enter into any agreement with respect to MVWDB with any association, partnership, or company in which the individual has a financial interest without the prior written approval of the MVWDB. The individual shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
- Will not during employment or at any time, thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
- Will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA, and CEOs, and all such retained records will remain in the custody of the MVWDB at all times.

### **SALARY & BENEFITS**

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The starting salary for this position is \$45,000-\$50,000 with an excellent benefits package from Muscatine County. Salary will be commensurate with the individual's experience and qualifications. This salary shall be renegotiated at the end of any of MVWA's fiscal years in which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by this position. The MVWDB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled for the operation of MVWA.

*Equal Opportunity Programs/Employer*

*Auxiliary aids and services are available upon request for individuals with disabilities.*