



## Program Assistant Job Description

### POSITION OVERVIEW

The Program Assistant, reporting to the Program Manager, is a multi-functional and multi-task position that supports traditional administrative duties and expanded program responsibilities. The Operations and Program Assistant shall be responsible for research and development support, event planning; grant program and fiscal support; and traditional coordination functions.

### Responsibilities

#### *Access for All Program Support*

- Coordinate meals & transportation for students/participants and staff
- Facilitate meeting and classroom space reservations and arrangements
- Provide support to Access for All Case Managers with a variety of tasks including document gathering and scanning, data entry, printing, mailing, outreach, and scheduling.
- Provide set-up support for in person activities and events

#### *Data and Research*

- Support education research and other program research.
- Create presentation materials and resources for diverse stakeholder groups, including internal and external audiences. Analyze data and information and assist in the creation of presentations.
- Assist with correspondence, memos, and research summaries.

#### *Event Planning*

- Participate actively in the planning and execution of WDI partner and fund development events.
- Coordinate and attend special events and assist wherever needed.

#### *Grant and Fiscal Support*

- Provide administrative support. Manage executive schedules, calendars, events, contacts, expense reports, and analytical support.
- Contribute to high quality and accuracy in work by maintaining WDI's internal quality control processes.
- Assists with data collection for grant applications as needed and helps input and scan data for grants.

### Professional Qualifications

- Bachelor's degree preferred.
- Passionate about the values, mission, and principles of WDI.
- Professional, energetic demeanor with the ability to be flexible and adaptable to varied tasks.
- Experience with Microsoft Office, including Word, Excel, Outlook, and PowerPoint. Microsoft Access knowledge is preferred but not required.
- Demonstrated research competencies.
- Ability to recognize opportunities, develop ideas and transform ideas into concrete initiatives.
- Strong time management skills; highly organized and detail-oriented. Ability to meet deadlines and move projects forward with high independence and initiative.

- Strong interpersonal skills; developing and managing productive relationships with colleagues and external stakeholders.
- Excellent written and oral communication skills.

**SALARY:** \$38,000 to \$42,000

**LOCATION:** Lansing

**HOW TO APPLY:** Send resume to: [hr@miwdi.org](mailto:hr@miwdi.org)

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### **Justice, Equity, Diversity, and Inclusion - EEOC**

Our organization is an equal opportunity employer, and we actively seek to build diversity among our officers, staff, and members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Women, people of color, LGBTQ, veterans, and disabled candidates are encouraged to apply.

### **Organization**

The Michigan AFL-CIO is a non-profit federation of more than forty labor unions representing over 1 million working people across Michigan. Our mission is to improve the lives of working families—to bring economic justice to the workplace and social justice to our state and the nation. Employees of the Michigan AFL-CIO may work in collaboration with one, or all, of our affiliated nonprofit organizations in the Federation, including:

Michigan AFL-CIO Workforce Development Institute: our affiliated 501(c)(3) nonprofit organization was established to combat economic and environmental injustice by connecting the unemployed or underemployed with the training and resources necessary to find gainful employment and transition Michigan to a cleaner, greener economy.

Michigan AFL-CIO Labor Foundation: our affiliated 501(c)(3) charitable nonprofit organization established to combat economic and social injustice by connecting the working people with resources within Michigan's charitable, educational and legal systems.

Michigan AFL-CIO Advocates: our affiliated 501(c)(4) non-profit organization was established to unite labor leaders, policymakers, and the general public to educate and advocate for policies, programs, and projects to bring economic justice to the workplace and social justice to

communities across Michigan.