



**Job Title:** Executive Assistant (Coordinator)

**Department:** Workforce Services

**Location:** Hancock, MI - Supporting Region 1 (Upper Peninsula)

**Reports to:** CEO

**Wage:** Starts at \$23/hour

**Supervisory Responsibilities:** None

**Organization Overview:** UPward Talent Council, hereafter referred to as Upper Peninsula Michigan Works! (UPMW) is a driving force in the competitive world of workforce development and economic prosperity. UPMW serves the 15 counties of Michigan's Upper Peninsula.

**Position Overview:** The Executive Assistant functions as the primary support person for the Chief Executive Officer (CEO) and the Board of Directors. This role coordinates, administers, and records the activities of multiple Boards' and has significant responsibility for official communications internally and externally.

**Essential Job Functions:**

- Written and Oral Comprehension and Expression – The ability to read, listen and understand information and ideas presented through written and spoken words and sentences and to communicate information and ideas in writing and speaking so others will understand.
- Critical Thinking, Judgment and Decision Making — The ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Active Learning — The ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Management of Personnel Resources — The ability to motivate, develop, and direct people as they work, identifying the best people for the job.
- Complex Problem Solving — The ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Monitoring — The ability to monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — The ability to bring others together and try to reconcile differences.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information.
- Driving — The employee must possess a current, valid driver's license and be able to travel within the UP.

**Specific Job Duties:**

- Serve as point of contact and administrative assistant for the CEO.
- Serve as point of contact for the Workforce Board, Local Elected Officials (LEO) board, and career and educational advisory committee.
- Provide all necessary support at board meetings: book the room, organize meals, organize all postings and packets, and provide support during the meetings.
- Check a variety of organizational email inboxes and forward information appropriately.
- Maintain Policy Issuances spreadsheet information up-to-date and ensure all policy issuance information is communicated to the appropriate people. Accountable for all documentation related to state policy issuances



including signatures from board chairs and CEO. Complete monthly and yearly paperwork associated with state requirements.

- Provide project management support for UTC / UPMW Governing Board and Workforce Development Board, and the Career Educational Advisory Council (CEAC).
- Gather board reports and required signatures, compile board packets and distribute on time, document appropriate meeting minutes, and record for retention. Post meeting minutes on time to UPMW website. Be knowledgeable and up to date on current board bylaws to assist with meeting all board requirements and responsibilities.
- Prepare logistics for board meetings, provide travel vouchers, and facilitate positive board member relations.
- Notify the public and understand related requirements in accordance with the Open Meetings Act.
- Provide administrative and project support to the CEO, and any other leadership members as instructed by the CEO.
- Maintain agency email inbox checking and responding to it regularly and organize information required by the state of Michigan and USDOL, track deadlines, and make submissions on time.
- Coordinate the Grants Committee and drive the team's work to meet Workforce Services and grant objectives.
- Interact daily with highly confidential and sensitive information.
- Provide information for data driven decision making and to support continuous improvement activities.
- Support committees, alliances, event planning, and other activities related to community relations and internal/external meetings.
- Draft a wide variety of documents and reports including business letters, state submissions, partner communications, internal documents, etc.

#### **General Job Duties:**

- Model a positive communication style and customer service excellence.
- Uphold the highest standard of compliance, fiscal stewardship, and responsible use of resources.
- Coordinate and align activities with other department leaders to create a productive environment.
- Delegate and follow through to complete projects on time.
- Promote access to and use of all available Workforce Services resources.
- Maintain trusting relationships; uphold confidentiality and standards of professionalism in all activities.
- Use applications in the Microsoft Office Suite to advance work.
- Other duties as assigned.

#### **Education/Qualification Preferences:**

- Bachelor's Degree preferred.
- 3+ years demonstrated administrative support and/or project management experience.
- 1+ years demonstrated understanding of Workforce Services.
- Comprehension of office management systems and procedures.
- Proficient with Microsoft Office and other standard applications.
- Exemplary planning and time management skills.
- Ability to multitask and prioritize daily workload.
- High level verbal and written communications skills.
- Discretion, confidentiality, and good judgement required.
- Impeccable integrity.

**Status:** Exempt, full-time 32 hours per week with full benefits.



**Expected Hours of Work:** Regular office hours (Mon-Thurs 8-5), occasional evening hours.

**Travel Requirements:** Need for travel will vary.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. The requirements listed in this document are the minimum levels of knowledge skills and abilities. This document does not create an employment contract, implied or otherwise other than an “at-will” relationship.

### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

### **Expectation of Employee Compliance and Accountability**

Work and performance for UPMW employees are guided by reporting requirements, Federal Law and Regulations, State of Michigan Policy, UPMW policy and processes and procedures in providing UPMW services to the community. Each employee will be held accountable for compliance and adherence to those requirements. It is incumbent upon employees to become thoroughly familiar with these priorities and requirements and remain current as requirements change, as they will.

### **Acknowledgement**

I have received a copy of the job description for my role. I have reviewed this job description, and I understand all the duties and responsibilities. I am able to perform the essential functions. I understand the job may change on a temporary or regular basis according to the organization’s needs. These changes may not be updated or recorded in the job description. If I have questions about job duties I am asked to perform, I should discuss them with my immediate supervisor or a member of Human Resources.

I have had an opportunity to ask questions I may have about the job description prior to signing this form.

Employee Signature:

Printed Name:

Date: