

## OAI JOB OPENING

<b>Position Title:</b>	Program Assistant <i>(Full time, non-exempt)</i>
<b>Department:</b>	Pre-Employment Education and Training
<b>Location:</b>	180 N. Wabash, Ste. 750, Chicago, IL 60601
<b>Remote/In-Office:</b>	In-office downtown location/in community
<b>Reports to:</b>	Program Manager, Pre-Employment Education and Training
<b>Oversees:</b>	n/a
<b>Salary:</b>	\$40-45K per year

### Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring, fun-loving ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

### Who Are You?

You're an organized, get-it-done person. You love working with other people and making connects to help others thrive. You are committed to community growth and being part of that change. You are comfortable working with new software and systems. If this is you, we need you to join our team!

The Program Assistant in the Pre-Employment Education and Training department is responsible for providing general administrative support including working with the public, partners, trainees, and potential trainees. The Program Assistant provides program and database support for federal, state and local area funded workforce training programs. They assist program staff with outreach and recruitment, meeting planning, training schedules, and programmatic data reporting.

### Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement

- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

### **How To Apply?**

To apply, submit cover letter describing your interest and experience along with your resume to [oaihr@oaiinc.org](mailto:oaihr@oaiinc.org)

### **Key areas of responsibility:**

- Field phone calls and emails requesting information about programs and invite individuals to orientation sessions.
- Work collaboratively with program staff to schedule appointments for participants interested in applying for programs.
- Screen all new program applicants for programs using grant-appropriate assessment tools and techniques.
- Provide appropriate, accessible external referrals for applicants not enrolling in programs.
- Develop and maintain electronic and paper filing systems.
- Collect, review and enter data into student files and database.
- Provide monthly programmatic data reports from Salesforce database and required funder databases.
- Liaison and follow-up with local area training sites, consultants and trainers.
- Order program related equipment, materials and supplies
- Prepare formal documents, letters, reports and certificates, as needed for compliance with funding agency directives.
- Provide programmatic support in areas of office procedures, communication systems, and document design and delivery.
- Schedule and attend department meetings; take minutes, as required.
- Compile and submit course notifications and licensing applications to certifying agencies.
- Assist in developing/coordinating staff/programmatic events.
- Other duties as assigned.

### **Required Qualifications:**

- High school diploma or equivalency; some college preferred
- Strong oral and written skills
- Self-starter with excellent organization skills
- Ability to multitask with a strong attention to details
- Proficient in use of MS Word, Excel, PowerPoint
- Experience with data management systems such as Salesforce
- Team player who can also work well independently
- Ability to dependably work in the downtown office. This is not a remote position.

### **Equal Opportunity:**

Diverse candidates are encouraged to apply.