

**OAI Headquarters**

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**OAI Chicago Southland**

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## OAI JOB OPENING

**Position Title:** Program Assistant  
(Full time, non-exempt)  
**Department:** Business + Worker Training (BWT)  
**Reports to:** Manager, (BWT)  
**Work Location:** Hybrid/downtown office/remotely  
**Salary Range:** 40-45K

### 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 are an organized and detail-oriented team member. You're able to work independently with minimal oversight and are willing to pitch in to support the group. You support OAI's vision for everyone to reach their career potential, work safely and build a good life. If this is you, we need you to join our team!

The Program Assistant is responsible for data entry and administrative support duties for the department including, entering data into Salesforce, creating certificates and assisting with follow up for course paperwork. The Program Assistant is an organized and detail oriented with the ability to work independently and within a team setting.

### 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 [oihr@oiinc.org](mailto:oihr@oiinc.org)

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

- Enters course data and student evaluations and creates certificates using Salesforce Data Management System with programmatic reporting
  - Ensures that requisite paperwork submitted by instructors is accurate and complete.
  - Organize and maintain course paperwork and files.
  - Assists in monitoring and ordering supplies for trainings.
  - Prepares health and safety class materials and provides classroom assistance to instructors, as needed.
  - Assist in grant application research and writing and database updates as needed.
  - Assists with programmatic reporting.
  - Assists with special projects.
  - Other duties as assigned.
- **Required Qualifications:**
  - Detail oriented with ability to input, proofread, and edit data
  - Minimum High School diploma or equivalency; 2-4 year college degree preferred.
  - Excellent verbal and written communication skills
  - Experienced in data entry and using data management systems
  - Proactive problem-solver with excellent customer service and interpersonal skills
  - Experience in office administration with public contact
  - Minimum of 50 WPM typing
  - Team player who can also work independently
  - Advanced skills in MS Office including Word, Excel and PowerPoint

### **Equal Opportunity:**

Diverse candidates are encouraged to apply.