

JOB DESCRIPTION: Omega CDC Workforce Assistant Trainer and Program Administrative Assistant

Job Summary

The Ready to Work Program Assistant Trainer/Administrative Assistant will assist the Program Coordinator/Lead Trainer to develop and deliver an outstanding training and effective curriculum that will engage clients to help meet their individual learning objectives to fulfill the Ready to Work (Workforce) soft skills job performance targets. This particular job position carries two roles: as an Assistant Trainer, it requires assisting the Program Coordinator/Lead Trainer regularly implementing and reviewing the curriculum to maximize client participation, satisfaction, and program success. Regarding the Administrative Assistant, it requires creating and maintaining all clerical information, program data, client recruiting and weekly communication, scheduling appointments for the Program Coordinator/Lead Trainer and program clients, and any additional program needs.

Essential Job Functions

- Assist the Program Coordinator/Lead Trainer ensuring all program sessions, activities, projects, and communication of objectives are clear for all clients.
- Prepare materials, purchase/prepare session meals, and training equipment for program sessions and activities prior, during, and/or after each session.
- Assist the Program Coordinator/Lead Trainer to maintain a program of instruction, demonstration, and a positive-affirming atmosphere during individual work time that allows the clients opportunities to observe, ask questions, and problem solve assignments covered during each session.
- Assist the Program Coordinator/Lead Trainer deliver a soft job skills curriculum according to the content and metrics required by the county and government standards.
- Assist the Program Coordinator/Lead Trainer consistently collecting and evaluating program performance metrics/goals using entry, exit, and weekly session surveys, formulate program data and quality program outcome analysis (all used to prepare, formulate, and construct all end of session county reports).
- Scheduling and coordinating appointments for the Program Coordinator/Lead Trainer, program clients, and community participants.
- Create and maintain client data base, records and any other client program related information.
- Assist the Program Coordinator/Lead Trainer to create and maintain a client recruiting database, records, and community contact information.
- Assist the Program Coordinator/Lead Trainer to create and organize the Career Fair & Completion Ceremony at the end of each 8-week session.