



# POSITION ANNOUNCEMENT

## ADMINISTRATIVE SPECIALIST

### ORGANIZATIONAL OVERVIEW

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. SkillsUSA Illinois serves more than 6,000 Illinois students and instructors annually with substantial growth expected within the next three years.

### POSITION SUMMARY

This position is responsible for ensuring the completion of organizational daily operational duties by providing support to staff as well as ensuring that programs managed effectively. This is a new position and has significant opportunity for growth within this growing organization.

### MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

This position requires self-motivation, attention to detail and the ability to work independently, collaboratively and under pressure. Also required is the ability to handle and prioritize multiple tasks and the ability to take direction from multiple supervisors. A strong motivation for teamwork, a desire to problem solve to ensure a high level of customer satisfaction as well as and administrative detail is required. This individual must have the ability to interact with both internal and external customers and possess a high level of both verbal and written communication skills.

High school diploma required. Some advanced education preferred. College degree a plus. Two to four years of customer service and accounting preferred. Must be proficient with computer skills PC/Apple, Google applications and Microsoft Office software, especially Excel. Must also demonstrate a willingness to learn how to operate features of internal software systems. Must earn the SkillsUSA Career Essentials Credential within the first 120 days of employment.

### ESSENTIAL FUNCTIONS OF THE JOB

#### Executive Assistant to Executive Staff

- Act as the point of contact among executives, employees, clients and other external partners.
- Manage calendars and set up meetings.
- Make travel and accommodation arrangements.
- Format information for internal and external communication – emails, presentations, reports.
- Take, format and distribute minutes during meetings.

#### Administrative Duties/Office Management

- Organize and maintain files and databases in a confidential manner.
- Screen phone calls and general emails, redirect and deliver messages to appropriate staff.
- Schedule office meetings, and reservations; ensure prework and setup is complete.
- Receive deliveries; sort and distribute incoming mail; maintain and order supplies.
- Process invoices, send and receive payments, and review for accuracy.

#### Program Management/Organization Functionality

- Under the direction of staff, manage the implementation of programs in accordance with the mission and goals of the organization though guidelines outlined.
- Ensure communication and materials are provided to participants and followed up on to ensure these were received and questions are answered.
- Conduct workshops and seminars for all stakeholders as needed.
- Prepare timely updates and reports on program status for staff.
- Assist with internal training efforts as needed.

#### OTHER JOB DUTIES

- Required to attend SkillsUSA Illinois major events:
  - Advisor Development Conference (September) – 2 days
  - L.E.A.D. (November) – 4-5 days
  - State Qualifying Conferences (February) – 3-6 days, separated
  - State Leadership and Skills Conference (April) – 6 days
  - National Leadership & Skills Conference (June) – 6-10 days
- In conjunction with staff, set and maintain a schedule office hour of operations.
  - Allow for flexible working hours, working evenings and weekends as needed, based on office schedule, meetings, and events.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

#### WORK LOCATION:

Headquarters Office (Pekin, Illinois)

\*\*Remote employment is not an option for this role.\*\*

#### IMMEDIATE SUPERVISOR:

Associate Executive Director

Additional assignments managed by other staff.

#### SUPERVISORY AUTHORITY:

As assigned by the Executive Director/Immediate Supervisor

#### COMPENSATION:

Full-time. Hourly commensurate with experience.

#### Interested applicants should submit a letter of intent and résumé to:

Christopher Anderson, Associate Executive Director

<https://bit.ly/skillsusailapp>

SkillsUSA Illinois, Inc. is an equal opportunity employer. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.