



JOB DESCRIPTION

PROGRAM ADMINISTRATOR FOR WORKFORCE DEVELOPMENT

The leadership of Family and Workforce Centers of America (FWCA) has a long-standing history of serving the St. Louis community. FWCA has an immediate opening for Program Administrator for Workforce Development.

POSITION SUMMARY

Provides administrative and operational support to the Director of Workforce Development for the Local Workforce Development Board of St. Louis County.

DUTIES AND RESPONSIBILITIES

- Develop, implement, and monitor contracts for State and Federal grant compliance.
- Review and approve invoices for reimbursement from subcontractors.
- Monitor spending levels on grant programs and coordinate with program staff on effective use of funds.
- Coordinate with FWCA finance to ensure budgets/processes are effectively developed and deadlines are met.
- Serve as liaison to the Local Workforce Development Board.
- Manage Board membership and coordinate removal/addition of members per WIOA and State guidelines.
- Coordinate Board meetings and Finance/Executive Committee meetings.
- Create Board and Executive Committee meeting minutes and ensure they are shared with key stakeholders and publicly posted accordingly.
- Coordinate reports and agendas for meetings.
- Generate requests for equipment and supplies.
- Provide technical assistance to subcontractors regarding contract compliance.
- Conduct annual inventory and update list as needed.
- Attend internal and external meetings in the absence of the WDB Director.
- Act as the liaison for EO reports and the State EO officer.
- Assist with office/workspace assignments for staff.
- Conduct weekly meetings with Job Center supervisors/managers/leads to ensure efficient communication among all programs and partners.
- Assist with updating the Local Plan.
- Other duties as assigned.

SKILLS AND COMPETENCIES

- Proficient in MS Office Suite applications – Word, Excel, PowerPoint, Outlook, Teams
- Ability to work in various software, databases and administrative tools
- Strong decision-making skills.
- Strong organizational skills and detail oriented
- Ensures accuracy in documents, data, and process.
- Ability to multitask and effectively prioritize tasks to meet deadlines.

- Ability to communicate information clearly and concisely verbally and in writing.
- Strong analytical and critical thinking skills, with problem-solving ability.
- Self-motivated with the ability to work independently and collaboratively
- Dependable & Accountability – follow through on responsibilities and maintains reliability.
- Understanding and ability to maintain confidentiality as required.

EDCUATION

Bachelor's or Master's degree in Business Administration, Public Administration or related field; 5-7 years' experience in workforce development, grant compliance, or related field.