



Cincinnati Youth Collaborative

Central Office Admin. Assistant – Jobs for Cincinnati Graduates

Position Title: CENTRAL OFFICE ADMINISTRATIVE ASSISTANT

SUMMARY OF POSITION:

Central Office Administrative Assistant role is to support daily operations of both the WIOA (Workforce Innovation and Opportunity Act) and HS2C (High School to Career) programs. Duties will include data entry, file maintenance, quality assurance reviews of WIOA and JAG e-NDMS (Electronic Data Management System), and reporting as well as being the point person for field Career Specialists. This position also assists with CYC Central Office functions, including greeting guest, scheduling meeting rooms, incoming calls, general clerical, mail, banking deposits, and other duties as assigned.

Reports to: WIOA Manager and HS2C Program Manager

Specific Duties:

- WIOA develop complete understanding of WIOA system and be able to communicate and interact with WIOA Program Manager, JCG Career Specialists, HCJFS (Hamilton Co. Jobs and Family Services) and SWORWIB (Southwest Ohio Region Workforce Investment Board) and other WIOA Youth Providers as needed to achieve all contract objective and goals.
- Generate WIOA eligibility files to Specialists, oversee documentation collection and submission, assuring accuracy and completeness, tracking timeline, entering data, maintaining files, and assisting Specialist as needed to assure all deadlines and goals are met start to finish.
- Monitor pending case status, WIOA documentation and reviews, entering employment into OWCMS, and performance measure outcomes for enrolled youth.
- Understand and become fluent in different data systems: JAG e-NDMS, WIOA OWCMS and Discoverer reporting systems.
- Compile, summarize and enter bi-monthly case notes into WIOA OWCMS system for every active WIOA youth. Conduct weekly quality assurance reviews of WIOA files and prepare for local, state and federal audits and assure all corrections/documentation identified in file audit finding is collected and submitted to meet deadlines.
- Provide assistance with HS2C off-site communications; via phone, emails, and fax and generates pertinent information to Program Manager.
- Conducts weekly review of e-NDMS documentation and generates communication for corrective action as needed.
- Assist will all CCA (Cincinnati Career Association) activities as needed to ensure JCG/JOG/JAG goals and deadlines are met.

- Ensures that office supplies are available for both on-site and off-site staff. Maintains records for all purchases and ensures best pricing when supply request are generated.
- Other HS2C, WIOA, and general office projects and tasks as assigned.

Qualifications: Previous experience with WIA / WIOA and working with multiple data based systems a plus. Ability to work independently, be self-motivated, detail-oriented, organized, and understand performance outcomes a must. Ability to take initiative to identify opportunities, problem solve and use critical thinking skills to complete tasks is required. Well developed written and verbal communication skills, organizational skills with an attention to detail are critical. Good computer skills in word data based systems, word processing and Excel spreadsheets plus general knowledge of office equipment needed. Flexibility and ability to get along with others also important. Send resume with current/expected hourly rate to:

To apply:

Qualified interested candidates may apply in confidence by submitting cover letter, resume and salary range, as well as completion of the on-line application, to:

Janet M. Ziegler
Human Resources hr@cycyouth.org
CYC is an Equal Opportunity Employer