



# Driving Prosperity Program Assistant - Temporary Job Announcement

Southwestern Oregon Workforce Investment Board (SOWIB) is a 501(c)(3) non-profit organization that invests federal and state funds into the workforce system in Coos, Curry, and Douglas Counties. We implement innovative solutions and partnerships to meet the workforce needs of employers and individuals in our community.

**Position Title:** Driving Prosperity Program Assistant (Remote)

**Classification:** Full-Time; Temporary

**Salary Range:** \$19 - \$23 per hour

**Position Purpose:** This position is responsible for assisting the Driving Prosperity Program Manager to help participants obtain their CDL and quick employment.

### Essential Functions:

- Recruit, enroll, case manage and provide wrap services for participants in our local region. (Coos, Curry & Douglas counties)
- Ensure all participant information is entered timely and accurately in our database tracking system.
- Monitor participant related program expenditures.
- Follow up and gather feedback from participants who have completed the program.
- Assist with social media and program marketing.

### Qualifications:

#### Required Education and Experience

- High School diploma or equivalent.
- Strong working knowledge of Microsoft Office, including, Excel, Word, Outlook, and PowerPoint.
- Proficient written and verbal communication skills, including accurate grammar and business correspondence.
- Excellent organizational and time management skills and the ability to prioritize in a fluid changing environment.
- Must be organized, flexible, independent, self-motivated, enthusiastic, dependable, and detail-oriented.

#### Preferred Education and Experience

- Bachelor's degree, or other equivalent education and/or work experience combination.
- Non-profit experience.
- Three years experience in workforce development, private business, trucking industry, and/or community development.
- Experience in program, project, or grants management.

**TO APPLY:** Submit Cover Letter and Resume demonstrating required experience and skills to: [jholling@sowib.org](mailto:jholling@sowib.org) with "Driving Prosperity Assistant" in the email subject line. **Open until filled.**