



About Lawrence CommunityWorks

Lawrence CommunityWorks, Inc. is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

Position: Full Time Workforce Administrative Assistant

The **Workforce Administrative Assistant** will provide administrative support to the Workforce Department. They will serve as a support person to the Workforce staff in all aspects of programming.

Responsibilities

- Manages Workforce' appointment calendar and registers individuals for workshops/events
- Calls clients for reminders, follow-ups rescheduling and cancellations
- Screens intake applications and processes them accordingly
- Completes intakes. completing data entry and virtual filing
- Maintain attendance for ESOL
- Conducts accurate data entry and record keeping in management systems (CMS)
- Set up workshop and events in NPE, Quickbase &, Workforce Tracking Sheets
- Set up room(s) for events/meetings
- Assist with coordinating orientations, workshops, and other department related events as requested
- Participate in the marketing, outreach of the Workforce Department and organization
- Protects client private and confidential information to the highest level of security according to agency standards
- Receive workshops and program fee payments and processes them accordingly into NPE system
- Maintain excellent time management skills and the ability to prioritize work
- Maintain updated Intake forms
- Maintaining office supplies & submitting orders
- Responsible for covering the Reception area as needed
- Attend agency meetings and initiatives as assigned
- Any other duties as assigned by Management.

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Qualifications

- Exceptional customer service skills
- High school diploma or equivalent
- Well-organized
- Energetic work attitude
- Accurate and detailed
- Data Entry and Record Keeping
- Cash Handling
- Strong sense of property and respect
- Problem-solving and critical thinking skills



- Good verbal and written communications skills
- Ability to Multi-task
- Teamwork and collaboration skills
- Bilingual - Fluent in Spanish and English
- Strong computer skills (MS Office Suite, Email, Web)
- Self-starter who can work independently ☐
Highly dependable, flexible and punctual
- Must have transportation and able to travel occasionally
- Analytical, results oriented, critical and independent thinker
- Excellent organizational skills and ability to proactively manage multiple priorities
- Demonstrated ability to build and maintain multi-level relationships and networks – junior and senior, for-profit and nonprofit, and with diverse backgrounds
- Willingness to learn, absorb, and practice LCW's *Network-centric* approach to community-building
- Remain focused in the face of pressure, deliver against timelines, not intimidated by tasks/time limitations
- Excellent written and oral communication and interpersonal skills
- Fluency in Spanish and English preferred

This is a full-time position of 40 hours per week, typically Monday – Friday 9:00 a.m. – 5 p.m., with some evenings and Saturdays required. Benefits include:

Compensation and Benefits

Salary: commensurate with experience

Benefits: Health, Life, Dental, Retirement, Vacation, Personal

Please send cover letter and resume to:

Norma Pagan
Lawrence CommunityWorks, Inc.
168 Newbury Street
Lawrence, MA 01841 978-681-
3115
recruiting@lawrencecommunityw
orks.org



Our House Campus 168 Newbury Street · Lawrence, MA 01841

Phone 978.685.3115 · **Fax** 978.688.8453

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