



NOW HIRING: PROGRAM ASSISTANT- WORKFORCE DEVELOPMENT DIVISION

The Southern Georgia Regional Commission (SGRC) is seeking a detail-oriented, motivated **Program Assistant** to support our Workforce Development Division and its mission to strengthen communities across Southern Georgia.

This entry-level, friendly position plays an important role in supporting federally funded WIOA programs by managing data, supporting participants, and coordinating with partners across the region.

Key Responsibilities Include:

- Reviewing and verifying Workforce Innovation & Opportunity Act (WIOA) applications and documentation
- Entering and maintaining participant data in workforce data systems
- Processing invoices and supportive service documentation
- Preparing reports and summaries for Adult, Dislocated Worker, and Youth programs
- Assisting with meetings, contract updates, and file management
- Supporting job fairs, workshops, orientations, and outreach events

Qualifications:

- High school diploma or equivalent (postsecondary coursework preferred)
- 0-2 years of administrative, customer service, or program support experience
- Strong computer skills, including Microsoft Office
- Excellent communication, organization, and multitasking abilities
- Ability to maintain confidentiality and follow federal guidelines

Work Schedule & Environment:

This is a full-time, office-based position (Monday-Friday, 8:30 AM-5:00 PM), with occasional travel for meetings or training. After completion of the probationary period, limited flexible work options may be available based on performance and program needs. Primary office location will be Waycross, GA.

Salary:

Salary range is \$33,000 - \$37,000, commensurate with experience and qualifications.

Equal Opportunity Employer:

SGRC is an Equal Opportunity/Affirmative Action Employer.

How to Apply:

www.sgrc.us/careers.html

Submit your resume, cover letter, and application to the Southern Georgia Regional Commission at jlbenett@sgrc.us