

Job Summary

Join a dynamic team that's making a difference in Southern Georgia! As a Program Assistant in the Workforce Development Division of the Southern Georgia Regional Commission (SGRC), you will play a vital support role in connecting people with life-changing training and career opportunities. This position combines administrative responsibilities with hands-on support for WIOA-funded programs, helping individuals access services, track their progress, and navigate the road to economic success.

Key Responsibilities

- Review Workforce Innovation and Opportunity Act (WIOA) applications for accuracy, eligibility, and funding sources.
- Input and manage participant information in the Worksource Georgia Portal.
- Assist in evaluating service provider invoices and tracking participant training/support costs.
- Prepare reports (monthly, quarterly, and annual) for Adult, Dislocated Worker, and Youth Programs.
- Provide technical assistance and maintain effective communication with service providers.
- Support contract changes and modifications, meeting logistics, and document preparation.
- Maintain organized electronic and physical filing systems.
- Attend meetings, trainings, and events related to workforce development services.
- Perform additional related duties as assigned.

What You Bring

Required:

- High school diploma or equivalent, with specialized training or experience in administrative or program support.
- 1–2 years of relevant work experience.
- Strong computer skills, especially with Microsoft Office.
- Excellent written and verbal communication.
- A valid driver's license (Georgia) or ability to obtain one.

Preferred:

- 3 years of experience in workforce development or a related human services field.
- Familiarity with WIOA programs, contract management, and workforce data systems.

Skills That Make You Stand Out

- Great organizational and multitasking abilities.
- Attention to detail in reviewing applications and data.
- Team player who can also work independently.
- Able to maintain professionalism when interacting with clients, partners, and coworkers.

Work Environment

Primarily office-based, with occasional travel to meetings or training sessions. Regular hours are Monday–Friday, 8:30 am – 5:00 pm.

Position Details

- Full-Time Part-Time Intern Contractor
- Exempt Non-Exempt

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm

Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor’s discretion, additional duties and responsibilities may be placed upon me at any time.

Employee Signature *Date*

Supervisor Signature *Date*