



WRTP/BIG STEP 3841 W. Wisconsin Ave., Milwaukee, WI 53208
Office: (414) 342-9787 Fax: (414) 342-3546 Website: www.wrtp.org

Job Announcement: BIG STEP Program Assistant

Start Date: IMMEDIATE

Pay Range: \$10-\$15 per/hr based on experience

Position Description: Non-Exempt, Not Represented

Hours: Part time, Up to 20 hours/week, Hours varies and may include evening and Saturday hours

About Us: Wisconsin Regional Training Partnership (WRTP)/Building Industry Group Skilled Trade Employment Program (BIG STEP) is an Industry Led, Worker Centered and Community Focused nonprofit dedicated to family supporting jobs. We are based in the Milwaukee, Wisconsin area, with offices in Madison and Minnesota. WRTP/BIG STEP is widely recognized as a national model and is industry recognized as a valuable workforce development tool.

As a workforce intermediary, we work with organized labor and employers in manufacturing and construction to keep businesses competitive, preserve family supporting jobs, connect job seekers to those good jobs, help workers build skills to advance in their careers, and improve business productivity.

WRTP/BIG STEP is unique because we start with the jobs. We work directly with employers and unions to develop training programs that meet the specific and timely needs of the manufacturing and construction sectors. WRTP/BIG STEP is a clearinghouse for the assessment, preparation, and placement of job-ready candidates for careers in manufacturing, construction, and emerging sectors of the economy.

WRTP/BIG STEP offers services to employers and unions as well as community residents looking for careers in manufacturing and construction. Our services for community residents include apprenticeship preparation tutoring, training certificate courses in a variety of manufacturing and construction disciplines, referral services, and industry recognized certifications. We serve as the finishing point before employment.

WRTP/BIG STEP IS HIRING a BIG STEP Program Assistant for our Construction Program in Madison, WI.

Position Summary: The BIG STEP Program Assistant is responsible for staff support and general program assistance for the BIG STEP's programs in South Central Wisconsin located in Madison. The BIG STEP Program Assistant will work closely with and report to the South Central Coordinator.

Essential Duties and Responsibilities:

- Perform clerical and office functions, keyboard and database work for BIG STEP.
- Work closely with clients in regards to the applications process, testing timelines, and interview and placement process within the various industries.
- Conduct Initial program intake and assessment scheduling.
- Maintain confidentiality of all agency files/records, business lists, and contractual agreements.
- Assist with orientation sessions.

- Maintain effective case management and database system for client tracking, and program evaluation for performance milestones.
- Provide assistance and follow-up with all pre- and post- apprenticeships and trainings.
- Represent WRTP and BIG STEP, members, and partners in a professional manner at all times.
- Understand and communicate programs, enrollment and eligibility process.
- Very strong communication skills including working with a diverse clientele
- Maintain confidentiality of all agency files/records, business lists, and contractual agreements.

Other duties:

- Other duties as assigned
- This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. WRTP/BIG STEP reserves the right to change the job description and/or posting at any time without advance notice.

Qualifications:

- High School diploma or equivalent.
- 1-2 years of clerical and/or case management experience preferred.
- Working knowledge of MS Office products, including Word, Excel, and Outlook.
- Bilingual ability is a plus.
- Organizational skills and ability to multi task is required.
- Ability to work independently.
- Ability to create legibly written and accurately maintained program folders for participants including collecting personal data.
- Excellent communication skills
- This position requires the ability to regularly sit and write at a computer, stand and lift less than 20 pounds to stock office supplies, frequently move from room to room to accommodate guests, use a telephone and use a computer equipment to generate input and output and transmit data.

WRTP/BIG STEP is an equal opportunity/ADA employer. All federal, state and local and other fair employment standards including EEO and ADA requirements in race, gender, gender identification, religion, national origin, disability, political affiliation, and veteran status, veterans or disabled veterans status as found in 41CFR 60-1.4, 60-250.4 and 60-741.4 are herein incorporated by reference. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Reviews of resumes will begin immediately and continue until filled

To apply, please send Cover Letter, Resume and Employment Application. Applications may be downloaded by going to the WRTP/BIG STEP web site.

<http://wrtp.org/documents/WRTPEmploymentapplication.pdf>

BIG STEP Program Assistant
WRTP/BIG STEP
2238 South Park Street
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Attention: Bill Clingan 608-255-0155