

Program Assistant

Position Details

Employment Type: Part-Time (based on organizational needs)

Location: St. Louis, Missouri (Hybrid)

About Missouri Works Initiative

The Missouri Works Initiative (MWI) is a nonprofit organization sponsored by the Missouri AFL-CIO. Our mission is to eliminate barriers to economic opportunity by connecting Missourians—particularly underrepresented, unemployed, and underemployed individuals—to the resources and training needed to build life-sustaining careers. MWI partners with labor organizations, employers, educational institutions, community organizations, and public agencies to expand access to career pathways and workforce development opportunities. MWI also partners with SEIU Healthcare Missouri and the Helen Miller SEIU Member Education and Training Center (METC) to support a worker safety curriculum and training program for nursing home workers in St. Louis County.

Position Summary

The Program Assistant supports the day-to-day operations, administration, and coordination of Missouri Works Initiative programs and organizational activities. This role assists with scheduling, participant communications, data reporting, event coordination, partner engagement, and general administrative functions to ensure the successful delivery of programs and services.

Key Responsibilities

- Coordinate schedules, meetings, events, trainings, and logistical needs
- Maintain the program training calendar and monitor class enrollment.
- Track attendance and prepare participation reports.
- Ensure program materials, supplies, and equipment are available for meetings, trainings, and events.
- Maintain accurate data entry.
- Support grant compliance, reporting, and recordkeeping requirements.
- Assist with outreach, marketing, participant communications, and email campaigns.
- Support instructors, facilitators, project staff, and special projects.
- Perform other duties as assigned.

Required Qualifications

- Commitment to social justice and the dignity of workers.
- Ability to work effectively in a diverse and multicultural environment.
- Strong organizational, administrative, and time-management skills.
- Minimum one year of experience in a nonprofit, workforce development, healthcare, labor, education, or related setting.
- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Experience with data entry, databases, and spreadsheet management.
- Strong written and verbal communication skills.
- Valid driver's license and reliable transportation.

Preferred Qualifications

- Familiarity with workforce development, labor-management partnerships, unions, nonprofit organizations, or community-based programs.
- Experience supporting training, education, workforce, or apprenticeship initiatives.
- Experience working with grant-funded programs.
- Knowledge of worker training and occupational safety initiatives.

Working Conditions

This position follows a hybrid work schedule, combining remote work with in-person meetings, training events, and site visits throughout St. Louis. Occasional evening and weekend hours may be required. The Program Assistant must be able to work collaboratively while managing responsibilities independently.

Compensation and Term

\$30.00 per hour; up to 30 hours per week. Option to receive benefits (Healthcare and Retirement). Grant-funded position subject to availability of grant funds. Professional development and training opportunities available.

How to Apply

Submit a cover letter and resume to Megan Price, Executive Director, at mprice@moworks.org. Position is open until filled. Candidates selected for interviews will be contacted directly.

Equal Opportunity Employer

Missouri Works Initiative is an equal opportunity employer. Women, people of color, veterans, individuals with disabilities, and members of other underrepresented communities are encouraged to apply.