

Missouri Works Initiative

Program Assistant (Assigned to Heartland Women in Trades)

Position Details

Employment Type: Part-Time. Typical schedule is 20-30 hours per week, with flexibility required for occasional evening and weekend meetings and events.

Location: Kansas City, Missouri (Hybrid)

Compensation: \$30.00 per hour; option to receive healthcare and retirement benefits.

Position subject to availability of grant and organizational funding.

About Missouri Works Initiative

Missouri Works Initiative (MWI) is a nonprofit organization sponsored by the Missouri AFL-CIO. MWI works to eliminate barriers to economic opportunity by connecting individuals to education, training, and career pathways that lead to family-sustaining employment.

Position Summary

The Program Assistant supports the day-to-day operations, administration, and coordination of Heartland Women in Trades (HWIT), a partner of MWI. The individual in this role will be employed by MWI and assigned to provide administrative, communications, membership, event, and organizational support to HWIT.

This position is ideal for someone who is highly organized, self-motivated, and passionate about expanding opportunities for women pursuing careers in the skilled trades and supporting women who are already in the industry. The role requires a combination of independent work, collaboration with community partners, and participation in meetings and events throughout the region

Key Responsibilities

- Coordinate schedules, meetings, events, trainings, and logistical needs.
- Maintain organizational calendars and monitor key deadlines, activities, and community events.
- Provide administrative support to HWIT leadership and board members.
- Maintain accurate records, databases, files, membership information, and organizational documentation.
- Track participation, meeting attendance, and prepare reports as needed.

- Manage email communications and social media platforms.
- Assist with membership recruitment, engagement, and retention activities.
- Support workshops, networking events, fundraising events, and community outreach initiatives.
- Assist with grant compliance, reporting, documentation, and recordkeeping requirements.
- Perform other duties as assigned.

Required Qualifications

- Strong organizational and administrative skills.
- Minimum one year of relevant experience.
- Microsoft Office or Google Suite proficiency.
- Strong communication skills.
- Valid driver license and reliable transportation.

Preferred Qualifications

- Workforce development or construction experience
- Event coordination experience.
- Knowledge of construction industry and women-in-trades initiatives.

How to Apply

Submit a cover letter and resume to Megan Price, Executive Director, at mprice@moworks.org.