

JOB TITLE: TCWIB, Inc. Compliance & Administrative Assistant

DEPARTMENT: Central

REPORTS TO: TCWIB, Inc. Executive Director; TCWIB, Inc. Assistant Director

General Duties: The Compliance & Administrative Assistant supports the organization's mission by assisting with regulatory compliance, recordkeeping, administrative operations, and office management functions. This position helps ensure adherence to agency policies, funding requirements, and applicable federal, state, and local regulations while providing administrative support to the Executive Director. The ideal candidate is highly organized, detail-oriented, possesses strong communication and interpersonal skills, and can effectively manage multiple priorities in a fast-paced nonprofit environment.

Essential Job Functions:

Compliance Support

- Assist in monitoring organizational compliance with regulatory, contractual, licensing, and accreditation requirements.
- Maintain compliance files, policies, procedures, and related documentation.
- Assist with internal audits, reviews, and compliance monitoring activities.
- Prepare reports and documentation for regulatory agencies and funders.
- Support incident reporting, corrective action plans, and follow-up activities.
- Ensure confidentiality and proper handling of sensitive organizational and client information.
- Research regulatory updates and communicate relevant changes to Executive Director.

Board Governance & Administration

- Coordinate and manage the board member recruitment, nomination, onboarding, and appointment process in accordance with organizational bylaws and governance policies.
- Maintain board member records, terms of service, committee assignments, and required disclosures.
- Support the Executive Director in board communications and governance activities.
- Prepare and distribute board meeting notices, agendas, packets, supporting documentation, and minutes.
- Coordinate logistics for board and committee meetings, including scheduling, meeting space, virtual meeting platforms, and attendee communications.
- Attend board meetings, record accurate minutes, track action items, and monitor follow-up activities.
- Maintain official corporate records, board resolutions, governance documents, and bylaws.

Administrative Support

- Provide administrative support to the Executive Director.
- Manage correspondence, calendars, meeting schedules, and travel arrangements as needed.
- Prepare meeting agendas, take minutes, and distribute follow-up materials.
- Draft, edit, and maintain organizational documents, reports, outreach materials, and communications.
- Organize and maintain electronic and physical filing systems.
- Answer phones, greet visitors, and respond to inquiries professionally.
- Order and maintain office supplies and equipment.
- Assist with special projects and board meetings.

Records Management

- Maintain accurate organizational records and databases.
- Ensure documents are properly filed and retained according to record retention policies.
- Support preparation of documentation for audits and compliance reviews.

Other Duties

- Support special assignments and emerging organizational priorities.
- Perform other duties as assigned to support agency operations and strategic objectives.

Required Knowledge, Skills, and Abilities:

Strong verbal and written communication skills.

Excellent interpersonal and relationship-building abilities.

Strong organizational and time-management skills.

Ability to maintain confidentiality and exercise sound judgment.

Detail-oriented with excellent recordkeeping and documentation skills.

Ability to manage multiple priorities and meet deadlines.

Proficiency with Microsoft Office 365, including Word, Excel, Outlook, and Teams.

Ability to work independently and collaboratively with staff, board members, and stakeholders.

Knowledge of nonprofit operations, compliance requirements, and grant-funded programs preferred.

Minimum Education and Experience:

Associate degree preferred or equivalent experience. Two years of administrative, compliance, office management, or related experience preferred.

The management of TCWIB, Inc. reserves the right to rewrite any or all of this job description.

Updated: September 9, 2026