

Part-Time (25 Hours per Week)
Class C

JOB TITLE: TCWIB, Inc. Special Projects Assistant

DEPARTMENT: Central

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

General Duties: The Special Projects Assistant provides administrative, operational, and project support to advance the mission and strategic goals of the organization. This position assists with the planning, coordination, implementation, and tracking of special initiatives, events, grants, partnerships, and organizational projects. The ideal candidate is highly organized, adaptable, and relationship-focused, demonstrating strong communication and interpersonal skills while successfully managing multiple priorities in a nonprofit environment.

Essential Job Functions:

Project Coordination

- Assist in the planning, implementation, and monitoring of special projects and organizational initiatives.
- Assists with Industry Partnerships and Business-Education Partnership
- Track project timelines, deliverables, and outcomes to ensure timely completion.
- Coordinate meetings, prepare agendas, take minutes, and follow up on action items.
- Maintain project files, records, and documentation.

Program and Event Support

- Coordinate Mini-Grant Applications.
- Assist with organizing workshops, conferences, and community outreach activities.
- Coordinate logistics including venue arrangements, registrations, materials, and participant communications.

Grant and Data Management

- Assist with gathering information and documentation for grant applications and reports.
- Maintain project data, participant databases, and prepare reports as requested.
- Inputs Incumbent Worker Data into the system of record (CWDS)
- Support data collection, outcomes tracking, and performance measurement activities.

Community and Stakeholder Relations

- Serve as a professional point of contact for partners, community organizations, businesses, education representatives, and stakeholders.
- Assist in preparing communications, outreach materials, and informational resources.
- Participate in community meetings and events as assigned.

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 organizational and time-management skills.

Excellent written and verbal communication skills.

Ability to manage multiple projects and meet deadlines.

Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.

Ability to work independently and as part of a team.

Strong problem-solving abilities.

Ability to maintain confidentiality and professionalism.

Minimum Education and Experience:

Associate degree preferred or equivalent experience. One to three years of administrative, project coordination, or nonprofit experience preferred.

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

Updated: September 9, 2026