



## POSITION DESCRIPTION

**Position: Worker Advancement Initiative Specialist**

**Reports to: Western Wisconsin WDB Executive Director**

GENERAL DESCRIPTION: Under the supervision of the Western Wisconsin WDB Executive Director, the WAI Specialist is responsible for coordination of WAI participant activities. This is a 2-year position.

### **ESSENTIAL FUNCTIONS/TASKS**

- Review WAI participant applications
- Review and manage WAI purchase order requests
- Help with program outreach and recruitment
- Attend program-related meetings, which could include speaking about and promoting program
- Prepare and present monthly program reports
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

- Minimum of 2 years experience in related field
- Strong organization and multi-tasking abilities
- Flexibility and the ability to accommodate various populations will be essential
- Strong verbal and written communication skills
- Understanding of workforce development and job training programs a plus

**PHYSICAL DEMANDS**

<b>Physical Abilities</b>	<b>Frequency</b>
Stand	Frequently
Walk	Frequently
Sit	Frequently
Handling	Frequently
Reach Outward	Frequently
Reach Above Shoulder	Occasionally
Climb	Not Applicable
Crawl	Not Applicable
Squat or Kneel	Occasionally
Bend	Occasionally

<b>Lift/Carry</b>	<b>Frequency</b>
10 lbs. or less	Occasionally
11 – 20 lbs.	Occasionally
21 – 50 lbs.	Occasionally
51 – 100 lbs.	Not Applicable
More than 100 lbs.	Not Applicable

<b>Push/Pull</b>	<b>Frequency</b>
12 lbs. or less	Occasionally
13 – 25 lbs.	Occasionally
26 – 40 lbs.	Occasionally
41 – 100 lbs.	Not Applicable

**PAY SCALE**

\$10.00 per hour (\$20,800.00 per year) to \$21.25 per hour (\$44,205.00 per year).  
Yearly salary is based on 40 hours per week.

**Employee Signature**

**Date**

**Supervisor Signature**

**Date**