



## FASHION PROGRAM OPERATIONS ASSISTANT | JOB DESCRIPTION

Position Description:	Fashion Program Operations Assistant	Issue Date:	09/01/2020
Dept. Name:	Women Business Center	Location:	Canoga Park
Shift:	Day (Part-time)	FLSA Status	Non-Exempt
Work Days:	Work Days, and work hours may vary depending upon WBC needs		
Reports to:	Director, Women's Business Center		

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### **Summary:**

Under the direct supervision of the **Director, Women's Business Center and supervise by the Program Manager**, the Fashion Program Operations Assistant is responsible for providing administrative and technical support to the WBC staff, and customer service support to the WBC clients.

### **Primary duties and responsibilities include (but are not limited to):**

- Greeting visitors and clients
- Assisting with client enrollments
- Assisting in handling phone inquiries and requests for information
- Assisting in setting and confirming appointments for WBC Director, Program Manager and/or WBC Consultant (s)
- Assisting with arranging and developing training sessions and workshops, registration confirmation, preparation and copying of training materials and classroom set-up
- Preparing class rosters and track client class attendance; collect and file class evaluations
- Assisting with marketing, promoting and mailings to new and existing clients
- Assisting with handling internal/external mail and correspondence
- Assisting with maintenance of client files to ensure contract required documentation is collected/accounted for
- Assisting with data entry and uploading documents into database programs, NEWOSERRA, EDMIS II, etc.
- Follow-up with consultants regarding data entry of case notes, as well as NEOSERRA and EDMIS II data base information, goal achievement and client success stories
- Assisting with maintaining equipment and all operating materials
- Participating in periodic department and all NEW meetings as required
- Evening and weekend work may be required on occasion
- Will assist with essential day to day administrative job functions when/as needed
- Other duties as may be assigned or needed
- Some outreach might be required
- Assist with posting workshops on advertising platform and record attendance
- Event production coordinator for Fashion Expo and Bazaars.



- Assist with posting workshops on advertising platform and record attendance

**Qualifications and Experience:**

- 1-2 years related of work experience in an office setting, some college or college degree a plus
- Proficiency with Microsoft Office;
- Proficiency with databases
- Detail oriented, organized, and ability to multi-task
- Good verbal and written communication skills - Bilingual (Spanish) desired
- Must have ability to work with clients from diverse cultural backgrounds
- Must be a team player

***Additional Requirements:***

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish is desired

**Apply via e-mail or website only**

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail to [hr@neworg.us](mailto:hr@neworg.us)

*(Please ensure to include the position you are applying for on the subject of your e-mail)*

For additional information, you may contact Human Resources:  
303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311  
E-mail [hr@neworg.us](mailto:hr@neworg.us)

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New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.