

<b>Job Description Title:</b>	Program Assistant	<b>Primary Supervisor(s):</b>	Director of Heritage Programming
<b>Location:</b>	Wheeling, WV	<b>Travel Required:</b>	Less than 10%
<b>FLSA Classification:</b>	Non-Exempt	<b>Position Status (FT, PT, etc.):</b>	Part-Time
<b>General Work Day/Week:</b>	10:00 am to 4:00 pm Monday through Friday	<b>Physical Demands:</b>	Moderate Physical Activity – See Physical/Environmental Demands

**Position Description**

This position provides administrative and programmatic support to the programs of Wheeling Heritage. The position will focus on two major areas. The first is Weelunk.com, Wheeling Heritage’s online magazine. The second is as support to all the other programs that Wheeling Heritage enacts. Including but not limited to Show of Hands, Artist Spotlight, Art Galleries, Volunteer Wheeling, Handmade Holiday etc.

<b>Mission:</b>	<b>Vision:</b>
Our mission is to be a catalyst for the revitalization of Wheeling.	Wheeling’s economic future is enhanced, providing new employment opportunities and economic revitalization through preservation and utilization of the Wheeling National Heritage Area’s natural setting and historic resources.

**Organizational Goals:**

Public Awareness & Identity | Preservation | Interpretation & Education  
Economic & Community Development | Recreation | Sustainability

**Minimum Position Requirements**

<p><b>Education and Experience</b></p> <ul style="list-style-type: none"> <li>• A Bachelor's degree in writing and or journalism or closely related field experience with coursework in writing</li> <li>• Plus at least two years of full-time experience in research, writing</li> </ul> <p><b>Language Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.</li> </ul> <p><b>Mathematical Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.</li> </ul>	<p><b>Reasoning Ability</b></p> <ul style="list-style-type: none"> <li>• Ability to define problems, collection of data, establishes facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.</li> </ul> <p><b>Computer Operations</b></p> <ul style="list-style-type: none"> <li>• Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.</li> </ul> <p><b>Planning/Organization Skills</b></p> <ul style="list-style-type: none"> <li>• Prioritize, organize, and delegate assignments.</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• Willingness to learn and become proficient in specific systems and platforms used for managing and navigating our online publications.</li> </ul>
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**Primary Responsibilities/Essential Job Duties:**

Working under minimal supervision, the Program Assistant’s Primary Responsibilities and Essential Job Duties include:

- Plan, develop and create written content for Weelunk.com in collaboration with the Director of Heritage Programming

Primary Responsibilities/Essential Job Duties:
<ul style="list-style-type: none"> <li>• Participate in regular editorial meetings to create new content ideas, review editorial deadlines, educate writers and organize cross-content promotions</li> <li>• Cultivate relationships with freelance content writers to ensure a diverse and compelling content pipeline for Weelunk.com</li> <li>• Contribute original content on a consistent basis</li> <li>• Manage day to day editorial operations, including content planning, editing and publication scheduling</li> <li>• Ensure that all content is grammatically correct, well structured and adheres to Weelunk’s editorial standards</li> <li>• Edit and proofread content for clarity, coherence and consistency</li> <li>• Support social media efforts to promote published content on Weelunk.com</li> <li>• Assisting in developing, monitoring, coordinating, and improving programs</li> <li>• Provide general administrative support for all programs, including preparing application packets for review, coordinating services with third party vendors, assisting with event set-up and teardown and data collection</li> <li>• Actively participate in meetings as necessary</li> <li>• Other tasks as assigned.</li> </ul>

PHYSICAL / ENVIRONMENTAL DEMANDS: <i>The table below shows how much on-the-job time is spent in the following physical activities:</i>				
ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling		X		

This position is described as **moderate physical activity** performing somewhat strenuous daily activities of field work along with light physical activity performing non-strenuous daily activities of an administrative nature. This position requires occasional lifting or carrying of items up to 25 lbs. less than 1/3 of the time. This position requires manual dexterity sufficient to reach / handle items, works with the fingers. This position has no special vision requirements.

The **work environment** is well lighted, heated and/or air-conditioned indoor office/shop environment with adequate ventilation. The noise level is moderate, as would be found in a business office with computers and printers, light traffic. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Materials** used include: preservation tools, cleaners, metals, and office supplies.

**Equipment** used includes: desktop or notebook computers, photocopier/scanner/fax machine, and telephone systems.

**Work Activities For This Position Include:**

- **Organizing, Planning, and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Communicating with Persons Outside Organization** - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive and cooperative working relationships with others, and maintaining them over time.

- **Evaluating Information to Determine Compliance with Standards** - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.
- **Coordinating the Work and Activities of Others** - Getting members of a group to work together to accomplish tasks.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Resolving Conflicts and Negotiating with Others** - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **Scheduling Work and Activities** - Scheduling events, programs, and activities, as well as the work of others.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Developing and Building Teams** - Encouraging and building mutual trust, respect, and cooperation among team members.
- **Interpreting the Meaning of Information for Others** - Translating or explaining what information means and how it can be used.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies.

### Work Styles

- **Attention to Detail** - Job requires being careful about detail and thorough in completing work tasks.
- **Dependability** - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Analytical Thinking** - Job requires analyzing information and using logic to address work-related issues and problems.
- **Initiative** - Job requires a willingness to take on responsibilities and challenges.
- **Integrity** - Job requires being honest and ethical.
- **Cooperation** - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Achievement/Effort** - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Stress Tolerance** - Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/Flexibility** - Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Innovation** - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- **Self-Control** - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Persistence** - Job requires persistence in the face of obstacles.
- **Leadership** - Job requires a willingness to lead, take charge, and offer opinions and direction.

### Knowledge

- **Building and Construction** - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- **Engineering and Technology** - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **Design** - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **History and Archeology** — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

### Skills

- **Coordination** - Adjusting actions in relation to others' actions.
- **Time Management** - Managing one's own time and the time of others.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** - Talking to others to convey information effectively.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Management of Personnel Resources** - Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Mathematics** - Using mathematics to solve problems.
- **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

### Abilities

- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Speech Clarity** - The ability to speak clearly so others can understand you.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.

- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Visualization** - The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Category Flexibility** - The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Fluency of Ideas** - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

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