

RECRUITING FROM ALL PHILADELPHIA ZIP CODES

FOR THE

Management Assistant Program earning \$26/hour to start

with the Naval Surface Warfare Center,
Philadelphia Division (NSWCPD)

TRAINING PROGRAM: 9/19/24 - 10/11/24



Who should apply?

Organized office professionals with experience coordinating schedules, reviewing correspondence, preparing travel arrangements, and using Microsoft Office products. Commitment to the full training schedule (below) is required:

- In-Person Sessions, Mon-Fri, 9 A.M. – 12 P.M., (September 19- October 11)
- Additional one-on-one and small group virtual meetings several times a week between 1 P.M. – 3 P.M.
- Approximately 2 hours of daily reading and reflection exercises
- One self-scheduled 30-minute Career Coaching session per week on Zoom

What is the Management Assistant Program?

The Management Assistant Program was built to prepare and connect program graduates for careers as federal employees with the Naval Surface Warfare Center, Philadelphia Division (NSWCPD) at the Navy Yard. Management Assistants provide administrative support to the managers and project teams responsible for the Navy's primary technical expertise for both naval machinery research and development, and naval machinery lifecycle engineering.

In this program, we offer:

- Cutting-edge job connection strategies resulting in 89% of WPSI graduates finding employment.
- A \$150 weekly stipend during WPSI program participation.
- The opportunity to interview for open Management Assistant positions earning \$26 per hour with benefits at NSWCPD.

Are you eligible? All applicants must:

- Commit to the full training schedule
- Be a resident of Philadelphia
- Possess a high school diploma or GED
- Have at least one year of experience coordinating administrative duties

Apply today at navyyard.org/skills

Deadline is Friday, August 23, 2024 at 5 P.M.

