

Regional Program Advisory Meeting

Date and Time: March 1, 2024, from 11:00am -1:00pm

Occupation Focus: Virtual and Executive Administrative Assistant

Location: Zoom Meeting

Contact: Alicia Nyein at Alicia.nyein@laedc.org

Key Takeaways

1. Workforce Trends
 - a. Executive Secretaries and Executive Administrative Assistants, and Secretaries and Administrative Assistants have been employed across a wide range of industries.
 - b. Occupations have a diversity of ages and races/ethnicities.
 - c. Occupations are expected to decline slightly in number from 2023 to 2034.
2. Technology in Industry
 - a. Need to incorporate AI into the field that can manage work.
 - b. Also, the share of total job postings made with a “hybrid” or “remote” requirement increased from 2.4% in 2019 to 7.5 percent in 2023.
3. Essential Skills
 - a. Job postings require similar software skills whether they are or not hybrid/remote.
4. Further Collaboration
 - a. Incorporating basic foundation of technology into curriculum is necessary to do well in the field.
 - b. Computer literacy and proficiency in various software applications as well as organizational skills is vital in role.