



Job Listing: Administrative Assistant

Huron County Growth Partnership is a non-profit public-private partnership that facilitates business and community growth through economic development and chamber of commerce activities and services. The Growth Partnership aims to grow our community & economy, support businesses, secure resources for our community, and make a name for our community.

Job Description

The Administrative Assistant will possess a passion to grow their community and strong organizational skills. The Administrative Assistant must maintain a high degree of competency and professionalism. Some of the work is confidential and requires significant personal interaction with high level corporate and governmental leadership.

Roles & Responsibilities

Staff Support (25%)

- Support a professional team of six full-time coordinators, managers, and directors through administrative functions such as scheduling meetings, booking rooms, circulating materials, taking notes, etc.
- Enter and update data into databases with accuracy and attention to detail
- Coordinate regular organizational reporting

Non-Profit Administration (25%)

- Oversee daily banking & bookkeeping - administer accounts payable and receivable
- Coordinate budget and financial planning activities with Executive Director and Certified Public Accounts
- Oversee purchasing in accordance with board approved budget
- Coordinate Board and committee work including meeting notice, agendas, minutes, preparation, and record retention
- Support organizational grant-writing and reporting initiatives

Building & Office Management (20%)

- Manage a small office, including receptionist duties, scheduling, record and file maintenance, maintaining office supplies and general administrative duties
- Promote and manage facility rentals
- Serve as primary point of contact for all lease agreements, manage tenant relations
- Coordinate building cleaning and routine maintenance regimens
- Assist Building Committee and Executive Director with the administration of all size of facilities projects

Member & Investor Relations (15%)

- Serve as first point of contact for clients & partners, using strong customer service skills to interact over the phone, internet, and in person, to appropriately direct & support partners
- Maintain accurate records of members, investors, and related activities
- Develop and maintain strong working relationships with existing and potential stakeholders
- Promote and communicate the organization's value and services to multiple audiences
- Contribute to annual appeal and other fundraising

Special Event Coordination (10%)

- Assist with planning, designing, and producing events
- Assist with negotiations with vendors for event space, research and manage entertainment contractors, invitee lists, special guests, VIPs, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, and arrange décor (florals, linens, color schemes, etc.)

Special Projects & Other Duties (5%)

- Oversee Community Development Sectors – maintain agreements, relationships, and record for fiscal agent relationships related to NEDC mission with support from Executive Director and CPAs
- Additional duties as assigned

Qualifications

- 2+ years in business administration, non-profit, or related field.
- Bachelor's Degree or equivalent experience preferred.
- Proficient in computer software including Microsoft Office Suite.
- Must be willing to learn industry specific software.
- Strong interpersonal skills and ability to communicate effectively orally and in writing.
- Entrepreneurial spirit and growth mindset.
- Must be able to prioritize tasks and time with minimal supervision and work as an effective team member.
- Valid driver's license required and the ability to lift 25 lbs.

Compensation

The Administrative Assistant is a full-time, salaried position. The position is typically daytime hours but may be required for after-hour meetings and events as needed. Salary range for the position is \$35,000-\$40,000 commensurate with experience and qualifications.

To Apply

To apply email a resume and brief statement of interest to director@norwalknec.com. Applications will be accepted and reviewed on a rolling basis.