



Greenwood-Leflore

INDUSTRIAL BOARD

ADMINISTRATIVE ASSISTANT (PART-TIME)

OVERVIEW

The Greenwood-Leflore Industrial Board is a division of city and county government that works to foster and encourage responsible community and economic development activities that result in job creation, retention, increased tax base, and improved sustainability and quality of life for the citizens of the Greenwood-Leflore area. The Greenwood-Leflore-Carroll Economic Development Foundation is a private, nonprofit, membership-based organization established in 1980 to promote the industrial and business community.

JOB DESCRIPTION

The Greenwood-Leflore Industrial Board is seeking a positive, hardworking, self-motivated, and trustworthy team player who can work part-time from the Greenwood-based office. This Administrative Assistant position will work twenty hours a week with a flexible schedule and pays \$15-\$20 per hour, depending on experience and qualifications. The position reports directly to the Executive Director.

QUALIFICATIONS

At a minimum, this position requires an Associate's degree and at least three years of experience in an office administrative assistant role. Preferred qualifications include a Bachelor's degree and five years of experience in an office administrative assistant position. Other required skills include excellent written and oral communication skills, organizational and time management skills, and the ability to manage multiple projects at a time. Advanced proficiency with Microsoft Office tools (Word, Excel, PowerPoint, Outlook) is required. Experience with QuickBooks financial software and desktop publishing software (Adobe InDesign, Canva, or similar) is preferred.

DUTIES AND RESPONSIBILITIES

- Oversee all office administrative functions, including record keeping, filing, database management, accounts receivable, accounts payable, billing, etc.
- Work with the Executive Director to recruit new members and partners (update and manage mailing lists, send letters and invoices, create prospect lists, set up meetings, etc.).

- Assist with public relations, including drafting and distributing news releases.
- Manage membership database and assist with communication to current members.
- Maintain and update EDF website, and prepare and send quarterly e-newsletter.
- Develop and implement social media plan for EDF social media accounts, including Facebook, Instagram, and LinkedIn.
- Prepare folders for monthly board meetings (formatting, proofing, and printing).
- Assist with planning, implementation, management, registration, sponsorships, payments, and seating for all EDF meetings and events, including quarterly luncheons and annual meeting.
- Assist with Requests for Proposals (RFPs) and Requests for Information (RFIs).
- Prepare, print, and mail (or email) letters and other printed materials.
- Assist with any payment processing needs (PayPal, Square, etc.)
- Manage office filing system and inventory of office equipment and supplies.
- Work with bookkeeper to prepare a weekly list of invoices and receipts received from staff to send to bookkeeper.
- Make deposits at local banks on a weekly basis.
- Work with the Executive Director to assist with grant reporting and record keeping.
- Check the post office box regularly and sort and forward mail as necessary.
- Internal and external communication, including answering phones, sending emails, making phone calls, taking notes, etc.
- Learn and follow EDF policies and procedures.
- Other duties assigned to assist the Executive Director.

PAY AND BENEFITS

This is a part-time, non-exempt position with a pay range of \$15-\$20 per hour, depending on experience and qualifications.

EEO STATEMENT

The Greenwood-Leflore Industrial Board is an Equal Opportunity Employer and does not discriminate against any applicant for employment, or any employee, because of age, color, sex, disability, national origin, race, religion, sexual identity, or veteran status. All employment is decided on the basis of qualifications, merit, performance, and business needs.

HOW TO APPLY

To apply, please send a cover letter, resume, and a list of at least three professional references to Executive Director Thomas Gregory at thomas@greenwoodedf.com no later than **Friday, February 16, 2024.**