

Executive Assistant (EA)

Job Description:

Under the oversight of the Executive Director, the CDC is responsible for:

1. Administration
 - Acting as Office Manager to support office day-to-day operations, systems, and staff
 - Assists with scheduling meetings and appointments.
 - Overseeing organization and coordination of office administration and procedures
 - Generates bi-weekly finance reports to Executive Director
 - Attending monthly CCEDC Board meetings and record the minutes.
 - Assist(s) with administrative and clerical activities as assigned, which include but are not limited to minute transcriptions, filing, copying, proof reading.
 - Managing website (including site selector and building/site database)
 - Assisting with execution of all social media marketing
 - Responsible for preparing checks and invoices, and all other duties related to bookkeeping for CCEDC and CCIDA
 - Develop and distribute promotional materials for CCEDC events/activities
 - Maintain and update address listing for businesses and development group members.
 - Assist with routine and special work assignments.
 - Responsible for office supplies inventory and ordering of office supplies.
 - Perform other duties as assigned.
2. Business and Community Engagement/Development
 - Corresponding with CCEDC members, promote membership
 - Supervising Summerville Loan bookkeeping

Qualifications:

- H.S. Diploma or equivalent
- Valid Driver's license
- 2 years with clerical office experience
- Self-motivated - Able to manage projects with minimal direction
- Ability to problem-solve
- Collaborative and personable
- Detail-oriented
- Competent with social media, technology, and MS Office
- Strong written and verbal communication skills

Preferred (but not required) qualifications:

- Experience In grant research/writing
- Experience with QuickBooks

Hours/Travel:

- Full-time position, 40 hours per week, Monday-Friday
- Local Travel during business hours

Compensation

- \$16 / hour
- Health Insurance stipend
- Retirement

About the CCEDC:

The CCEDC is a non-profit, economic development organization in Clarion County, Pennsylvania. The organization supports the local economy by attracting wealth generating companies to the region, while connecting local businesses with the resources they need to grow and thrive. The CCEDC seeks to represent the county in a positive, forward-thinking fashion. Understanding the challenges within our local economic environment and finding holistic solutions that reflect and empower the community at-large is key to finding success within the CCEDC.