



Community and Economic Development Associates

Position Description:

Administrative Assistant

Community and Economic Development Associates (CEDA) seeks an individual to fill an Administrative Assistant position.

Interested, qualified individuals may submit resume and cover letter to
thomas.nelson@cedausa.com

About the Organization-- CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Wisconsin, and Iowa currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Job Title— Administrative Assistant

Number of Openings-- 1

Full-Time/Part-Time—Part Time

Starting Salary Range--- Depending on Qualifications

Location— Jackson, MN

Position Description— Serves as Administrative Assistant providing support to Economic Development Coordinator.

REPORTS TO:

1. Jackson Economic Development Coordinator in regards to day to day work flow.
2. CEO/President of Community Economic Development Associates

DUTIES AND RESPONSIBILITIES:

1. Perform clerical and receptionist duties answering and directing phone calls, maintaining a filing system, and schedule appointments.
2. Attend meetings of economic development groups, boards and committees, assist Economic Development Coordinator prepare agendas and be responsible taking meeting minutes.
3. Assist in the preparation of regularly scheduled reports.
4. Maintain current information on the Jackson Economic Development Corporation social media page, economic development page of the city website, and LOIS information web page, continually evaluate web page presentation and make changes to make web page user-friendly and attractive.
5. Assist the Economic Development Coordinator on development of communications network to disseminate news from the City of Jackson through regional print, radio, television, and other statewide communication channels.
6. Assist the Economic Development Coordinator with preparing and writing grants for projects citywide.
7. Maintain and purchase office supplies
8. Maintain and update the resource library.
9. Other duties as assigned by the Economic Development Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Have a general knowledge of and proficiency in computer usage, be able to use the internet, email, and have familiarity with programs such as Microsoft Excel, Word, and Outlook
2. Excellent written and verbal communication skills
3. Working knowledge of copiers/printers, fax machines, and other office equipment

QUALIFICATIONS: CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does.

1. High School degree; additional qualification as an Administrative assistant or Secretary preferred
2. Proven administrative or assistant experience in an office setting.

PHYSICAL REQUIREMENTS:

- Ability to sit for long periods of time
- Lift up to 50 pounds or force on occasion and up to 20 pounds more frequently
- Use hands to finger
- Handle and feel objects, tools or controls, and reach with hands and arms
- Ability to hear voices in person and over the telephone.
- Have vision abilities that include close vision and the ability to adjust focus

F.L.S.A Classification: 1. No Exemption Status
 2. Non-Supervisory
 3. Non-Exempt Overtime

Note: This job description includes the primary job duties and requirements for the positions. However, in no way is this intended to provide and exact description of all potential duties and requirements. CEDA reserves the right to change this job description at any time

The CEDA places a high premium on professionalism and, as such, expects all employees to consistently conduct themselves in a manner which reflects positively upon the City of Jackson and CEDA.

Non-Discrimination Statement

--In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.--