

POSITION TITLE: Administrative Assistant

COMPANY: Community Economic Development Associates

PRIMARY OBJECTIVE OF POSITION:

Serves as Administrative Assistant providing support to the CEDA CEO/President and the entire CEDA team as needed

HOURS: Part-time position estimated at 20 hours per week to start. Hours can be flexible. The position could grow as needed.

COMPENSATION: \$12 to \$15 per hour based on qualifications

REPORTS TO:

1. CEO/President and Management Team

DUTIES AND RESPONSIBILITIES:

1. Perform clerical and receptionist duties answering and directing phone calls, maintaining a filing system, process mail, make bank deposits.
2. Process periodic, monthly and quarterly accounts receivable billings.
3. Process contracts for Community Support Program.
4. Maintain current information on the website, and LOIS information web page for communities, continually evaluate web page presentation and make changes to make web page user-friendly and attractive.
5. Assist the CEDA team members with mailings, data entry and other items.
6. Maintain and purchase office supplies
7. Periodic office cleaning.
8. Other duties as assigned by the CEO/President or Management team.

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, Outlook and Publisher
2. Excellent written and verbal communication skills
3. Working knowledge of copiers/printers and other office equipment

QUALIFICATIONS:

1. High School degree; additional qualification as an Administrative Assistant 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 position. However, in no way is this intended to provide an exact description of all potential duties and requirements. CEDA reserves the right to change this job description at any time

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