



## CMEDP Executive Assistant Job Description & Call for Applications

### **CMEDP Mission Statement:**

The Craig/Moffat Economic Development Partnership is a public-private partnership dedicated to supporting a vibrant, diverse and stable economy for the community of Craig/Moffat County.

### **Position Overview:**

Under the direction of the Craig/Moffat Economic Development Partnership Executive Director, the Executive Assistant is responsible for assisting with the organization's day-to-day operations and long-term projects.

### **Essential Duties and Responsibilities:**

- Represent the organization at community meetings and events
- Assist with planning and implementation of meetings and special events
- Assist with the development and management of the organizations' website, social media accounts and external web listings
- Prepare written materials including press releases, marketing materials, correspondence, agendas, minutes and reports
- Support membership solicitation and other fundraising efforts
- Support Executive Director with writing grants
- Answer phone and maintain email correspondence
- Pick up and drop off mail, checks, deposits and other documents
- Maintain and keep orderly office filing system (both electronic and paper), storage area and office space
- Maintain membership database and complete Enterprise Zone forms
- Prepare mailings and maintain mailed and electronic contact lists
- Create board notebooks, maintain board contact and committee lists, and support board members as needed
- Maintain organization's Certificate of Good Standing with the State of Colorado
- Perform other duties as assigned

### **Required Knowledge and Skills:**

- Bachelor's or associate's degree from an accredited four-year college or university in a related field or any combination of education, training and experience that provides the required knowledge skills and abilities to perform the essential functions of the job
- Proficiency with computers and internet-based applications
- Experience with MS Office applications such as Excel, Word, PowerPoint and Publisher
- Accuracy and attention to detail
- Professionally represent the organization throughout the community
- Excellent verbal and written communication skills
- Ability to multi-task in a fast-paced environment with rapidly changing priorities

- Ability to take initiative and work independently as well as in teams
- Ability to maintain confidentiality of business clients and sensitive information
- Interest in the organization's mission and helping improve our community's business climate and economic future

**Preferred Knowledge, Skills and Abilities:**

- Established relationships in the business and governmental communities
- Business management experience and understanding
- Marketing and advertising experience
- Knowledge of technology, including broadband infrastructure

**Physical Demands:**

While performing the duties of this job, the Executive Assistant is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient dexterity and ability to use a computer. Employee must occasionally lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

**Travel:**

The Executive Assistant must be able to provide his/her own vehicle, have a valid driver's license and be willing to travel and attend meetings, functions and events throughout the region and state. The organization will reimburse the Executive Assistant for work-related out-of-town mileage expenses at the federal rate.

**Compensation & Schedule:**

The position is full time with a standard work week of 40 hours. Although typical work activities are accomplished between 8 a.m. and 6 p.m., evening events and weekend obligations may be required with advance notice.

The hourly wage is expected to be between \$18 and \$22 per hour based on experience and qualifications. A benefit compensation package is not provided.

This position does not offer paid time off, though reasonable accommodations will be made for unpaid time off as requested.

**For More Information:**

Visit our website at [CraigBusiness.com](http://CraigBusiness.com) for organizational information. Contact CMEDP Executive Director Michelle Balleck at 970.620.4370 or [director@cmedp.com](mailto:director@cmedp.com) for detailed information about the position and the organization's programs.

**To Apply:**

Submit a cover letter, resume and three professional references to [director@cmedp.com](mailto:director@cmedp.com). The position will remain open until a qualified candidate and sufficient funding are secured.