



Administrative Assistant

JOB POSTING

Summary

Columbia Economic Development Corporation (CEDC), is seeking an Administrative Assistant to join our in-house team in Hudson, NY. CEDC's mission is to strengthen the area's tax base through economic development and job creation, to assist businesses to locate and expand within Columbia County, and promote the county as a premier spot for both business investment and personal opportunity. CEDC administers a SBA loan program, providing funding to local small businesses and works collaboratively with area partners such as the Columbia County Chamber of Commerce, Columbia-Greene Community College, and many others.

Education/Experience Requirement:

Associate degree plus two years of experience; two years of relevant experience may substitute for associate degree.

Responsibilities

Under the supervision of CEDC's Administrative Supervisor, the Administrative Assistant responsibilities include, but are not limited to:

- Set up and maintain filing: electronic and paper
- Administer updates to websites.
- Answer phones.
- Assist with the assembly and distribution of documentation to the various Boards and committees.
- Administer public meetings by sending invites, setting up virtual meetings, taking notes and transcribing minutes.
- Enter loan payments into loan administration software.
- Develop and maintain distribution lists.
- Assist in the development and submittal of annual state reporting.

Qualifications

- Exceptional communication skills (written and verbal)
- Experience using Microsoft Outlook, Word, Excel, and Zoom
- Detail-oriented and well organized
- Ability to work independently as well as part of the team

Hours / Pay

3-4 days/week PART-TIME (Specific schedule is negotiable). Competitive pay and based on experience.

Application Procedures

Submit a Cover Letter and Resume/Bio to: **Lisa Drahushuk - ldrahus@columbiaedc.com** by July 29th

Columbia Economic Development Corporation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal laws. In addition, Columbia Economic Development Corporation complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.