

Administrative Assistant

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.

Responsibilities

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

- Provide administrative support to a small team of professional, dedicated staff and board of directors.
- Set up and maintain filing: electronic and paper.
- Answer phones, respond to client inquiries, and support visitors.
- Assist with the assembly and distribution of documentation to various boards and committees.
- Administer public meetings by sending invites, setting up virtual meetings, taking notes and transcribing minutes.
- Maintain CEDC contact database by adding new contacts and updating information.
- Assist in the development and submittal of annual state reporting.
- Assist in the management of website and social media content.

Requirements:

- Associate degree or equivalent combination of education, training or experience
- 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

Flexible schedule, salary dependent upon skills and experience.

Application Procedures

Submit a Cover Letter and Resume/Bio to: **Lisa Drahushuk - ldrahus@columbiaedc.com** by September 30th

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.