

GREATER GALLUP ECONOMIC DEVELOPMENT CORPORATION

JOB DESCRIPTION

POSITION: Administrative Assistant II - Intern

REPORTS TO: Executive Director

POSITION SUMMARY: Provide a comprehensive range of office services, logistical planning support for meetings, management of an extensive contact database, and updates to website. Also, support the work of other EDC staff on activities and participates in EDC-wide cooperative tasks and projects as needed.

RESPONSIBILITIES:

1. Reception—Serves as receptionist, sharing in the role of first point of contact for phone calls and visitors; provides assistance and referral as appropriate to each caller/visitor; receives and disseminates thorough, accurate and timely messages to and from EDC staff.
2. Project support—Provides clerical support to projects and funded programs led by staff, including assistance with data collection, research and program file management.
3. Information flow—Develops and manages the organization's electronic address list database, and assists with organization-wide calendar and appointment management, telephone, electronic and written communications, paper and file system management, travel planning, coordination with staff and agency timelines, and public relations.
4. Office procedures—Assists in implementing appropriate project management systems and procedures, and provides responsive services to professional planning, program and clerical staff as needed and appropriate.
5. Meeting support—Assists in preparing for and following up on meetings as requested by management staff, including preparation and distribution of announcements, agendas, and informational packets, phone contacts, meeting logistics, documentation (minutes, charts, recordings), and post-meeting communications.
6. Collaboration—Participates as a member of the EDC Team and participates in and contributes to cooperative projects as needed.
7. Other—Performs a wide range of related and other tasks and functions as assigned by the Executive Director and as required for the efficient functioning of the EDC organization.

REQUIREMENTS:

Applicants should be Business, Finance, Economics, Accounting, Political Science, Government majors with familiarity in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position. A high level of professional comportment, including befitting business attire, is expected.

MAJORS:

Business, Finance, Economics, Accounting, Political Science, Government or related field.