

*The South Coast Development Council's vision...*

*Is to build a thriving and diversified business community on Oregon's South Coast.*

*The South Coast Development Council's mission...*

*Is to promote and support businesses that provide quality jobs through responsible development on Oregon's South Coast.*



## **Administrative Assistant/Economic Development Specialist**

### **General Job Description:**

This individual will report to the Executive Director and is responsible for providing support in the implementation of projects and programs that support the mission and vision of the South Coast Development Council, Inc. (SCDC). This individual will provide administrative support and will be responsible for all organizational record keeping, including minutes and financial reports. This individual will be responsible for providing support for the coordination and implementation of projects and programs that support commercial, office, and industrial development within Oregon's South Coast region including business attraction, business retention and expansion, development of public facilities and infrastructure, small business development initiatives, and other programs including property management and industry specific research. This individual will work with the Executive Director and Economic Development Specialist to coordinate a regionally minded and community driven approach to economic growth and development.

Essential skills required for this position include, but are not limited to, database system maintenance; writing and editing; website design and maintenance; newsletter production and distribution; typing, filing, telephone courtesy, and office maintenance; and community partnership development.

This position is full time (40 hours per week). Salary negotiable depending upon experience and qualifications. Benefits include vacation and sick time accrual, paid holidays and personal leave days, monthly health insurance stipend, limited retirement contribution, and mileage reimbursement for business related travel.

### **Job Duties and Responsibilities:**

- Attend monthly Board of Directors meetings to record minutes. Attend other committee meetings as requested.
- Coordinate special events and meetings, including scheduling, speaker and guests, location, food, etc. Maintain scheduling and events calendars for SCDC and Executive Director.
- Maintain and implement social media and marketing on behalf of the organization, including website updates.
- Conduct research, compile data, and prepare reports or other documentation for consideration and presentation by executives, committees, and Board of Directors.
- Develop marketing and advertisements for the organization and region, including website development and implementation.
- Compile and maintain a database with complete inventory of currently available commercial and industrial properties within the region, and upload that information to state property program, i.e. Oregon Prospector and to website.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional networks.
- Coordinate and attend Business Retention & Expansion (BRE) visits with Executive Director and/or partners as appropriate.
- Work with the Executive Director and Economic Development Specialist to respond to possible business recruitment leads in a timely and effective manner.
- Prepare invoices, reports, memos, letters, financial statements, and other documents using word processing, spreadsheets, database and/or presentation software. Use QuickBooks to maintain accounts payable and monthly billings.
- Answer telephone calls and give information to callers, take messages, or transfer calls. Greet visitors or callers; handle their inquiries or direct them to the appropriate persons.

◆◆ Sponsor Investors ◆◆

Bandon Dunes Golf Resort ◆ Bay Area Hospital ◆ City of Brookings ◆ City of Coos Bay  
Coos County ◆ Curry County ◆ Jordan Cove Energy ◆ Southwest Oregon Regional Airport

- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Perform general office duties, such as ordering supplies as authorized by the Executive Director; maintain organizational records, manage and update database systems and perform current financial work along with archival information.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Open, sort, copy and distribute incoming correspondence, including mail and email.
- Other duties as assigned.

**Required Qualifications:**

- Demonstrated written and oral communication skills, with ability to work independently and as a team.
- Minimum two years of clerical or administrative experience.
- Typing skills of at least 50 WPM.
- Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).
- Knowledge of general office machines and telephone system.
- Ability and willingness to work cooperatively with others.
- High degree of discretion in dealing with confidential information.
- Ability and willingness to work some early mornings, evenings and weekend days, as needed to attend meetings and workshops.
- Ability to travel for short business trips, usually within the four-county service region, but occasionally out-of-region travel will be necessary.

**Preferred Qualifications:**

- Experience with Economic Development, Business Management, and/or Marketing.
- Experience creating and maintaining database systems, and website design.
- Experience working for a non-profit organization.
- Experience in grant writing and reporting.

**To apply for this position:**

SCDC is seeking a qualified professional who will become an integral part of our economic development team. The right candidate will possess not only the experience, knowledge and skills required to perform the essential job duties, but will also possess motivation, work ethic, and a drive to realize the potential of our region.

Please send your resume and cover letter to [Sam@scdcinc.org](mailto:Sam@scdcinc.org), or mail to 50 Central Ave, Suite A, Coos Bay, OR 97420 (Attn: Recruitment). Please limit your cover letter to one page, detailing your interest in the position and your relevant experience.

Position will remain open until filled. First review of applicants is scheduled for Friday, May 25<sup>th</sup>.