



JOB POSTING

Administrative Assistant

Columbia Economic Development Corporation
Hudson, New York 12534
518.828.4718 | www.columbiaedc.com

Application Deadline: January 28, 2022

Job Type: Part-time, 12-15 hours/week

Summary

Columbia Economic Development Corporation (CEDC), Columbia County's lead economic development organization, is seeking an Administrative Assistant to join our in-house team in Hudson, NY.

Education/Experience Requirement:

- Associate Degree plus two years of experience

Qualifications

- Exceptional communication skills
- Detail-oriented
- Ability to work independently as well as part of the team
- Superior analytical abilities and organizational skills
- Capacity to take direction and to multi-task.

Responsibilities

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

- Set up and maintain filing: Meeting books, Projects, etc.
- Assist with the development of web postings.
- Review Hudson IDA, CEDC, Columbia County Capital Resource Corp & IDA websites for postings on a regular basis, including permanent postings, compliance postings, meeting postings. Compare to 'sent' postings, as well as list of required compliance postings maintained in CEDC's log book. Review the actual postings, to ensure accuracy.

- Assist with distribution of documentation to the various Boards during the year that are required for NYS Compliance.
- Meetings - Serve as Backup minute-taker. Create file notes for cancelled meetings.

Must have experience in using: Microsoft Office (Outlook, Word and Excel, Zoom)

Hours

9:00 AM -1:00 PM (3-4 days/week) PART-TIME

Pay

\$15-\$18/hour - based on experience

Application Procedures

All interested persons meeting the minimum qualifications are encouraged to submit a Cover Letter and Resume by EMAIL ONLY to:

Lisa Drahushuk - ldrahus@columbiaedc.com

APPLICATIONS MUST BE RECEIVED BY: January 28, 2022 AT 4:00 PM

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.

November 2020