



Position: Administrative Assistant

Status: Full-time exempt

Reports to and serves at the will of the CEO

**All job offers are contingent upon successful completion of a background check.*

Overview:

Consistent with the mission, vision, and values of Greater Fergus Falls (GFF), the Administrative Assistant is responsible for maintaining the organization's internal functions as directed by the CEO, including administrative assistant duties, basic accounting, event coordination, and marketing. In addition, this position will coordinate other logistics of GFF, working closely under the direction of the CEO on initiatives and special projects serving the organization:

Semi-independent office work will involve a variety of in-office functions and special project coordination. Will require a candidate that is resourceful, detail-oriented, hard-working, capable of prioritizing competing deadlines by multitasking, and is proficient with computers. The candidate must demonstrate an ability to work within a team environment that is fast-paced and ever-changing. This position will actively promote the mission and vision of GFF, the retention, and expansion of businesses, to ensure the economic viability of the Greater Fergus Falls Area, and the long-term sustainability of the organization. Maintaining confidentiality is critical.

Provide assistance to the CEO as a liaison between the CEO, the BOD, stakeholders and the community.

Required Responsibilities:

1. **Administrative.** Implements administrative assistant duties, including administrative, basic accounting, event coordination, and marketing. Administrative includes professional communication with the Greater Fergus Falls (GFF) Board of Directors and Committees, including the creation of agendas, reports, minutes, and other applicable documents.
2. **Investor Relations and Growth.** Implement CEO and board-driven fundraising campaigns that both retain existing investors and recruit new investors in GFF. Facilitate collaboration efforts and information sharing between investors, GFF Board of Directors, and community stakeholders. Work with and support other GFF staff members and partners' efforts to further the organization's economic growth and mission.
3. **Fiscal and Accounting.** Oversee and manage the fiscal budget and assets of Greater Fergus Falls while assisting in accounting practices to maintain financial statements through Quickbooks Online. Assist

the CEO in proactively seeking out grant funding opportunities for GFF operations, initiatives, and economic development projects as needed. Includes grant writing under the guidance of the CEO.

4. Marketing. Assist with marketing strategies that increase brand awareness of GFF, promote available sites, and other related economic development initiatives through traditional, digital, and social media.
5. Fundraising. Coordinates CEO and board-driven fundraising campaigns and facilitates initiatives to retain and recruit investors.
6. Programmatic Support. Support and assist with the management of economic development initiatives (i.e., Entrepreneur Initiative, BRE, etc.).
7. Strategic Alignment. Support engagement and alignment of GFF initiatives with other community initiatives while overseeing the management of GFF metrics. Assist with the development and implementation of short and long-term strategies that assist in attracting, developing, retaining, and expanding businesses in GFF's service area of responsibility in accordance with the Strategic Framework and direction of the GFF Board of Directors and CEO.
8. Research and Interpretation. Maintain knowledge of current trends in economic development. Effectively apply and communicate that knowledge and understanding with the GFF leaders and stakeholders, and community partners.
9. Outreach. Develop and maintain effective working relationships with diverse groups in promoting the GFF service area.
10. Write, design, edit, and direct communication pieces and materials for the CEO. Report directly back to the CEO. Must be willing and able to accept direction .
11. Miscellaneous. Perform other duties and complete special projects as assigned.

Qualifications

Education and Experience:

- Graduation from an accredited college or university is preferred. Degree and major course work in accounting, marketing, real estate, finance, and/or other comparable fields OR related experience.
- Minimum one year of experience in office administration, and/or advertising, preferred.

Business Systems Knowledge:

- Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- G-Suite (Google) applications
- Canva
- Telecommunication systems
- Digital communication systems, such as email and social media
- Website management and maintenance (Wix preferred)
- Standard office equipment, such as copy machines and printers
- Familiar with the Internet and associated applications

Key Competencies:

- Strong organizational and time management skills, professional demeanor, positive attitude, and well-developed interpersonal skills. Able to communicate with diverse personalities, both oral and written.
- Professional representation of the organization and community at all times.
- Excellent skills in oral, written and visual communication. Able to make presentations to public and private stakeholders and audiences of various sizes.
- Highly motivated self-starter with a high degree of personal and business ethics.
- Proficient multitasking skills with the ability to prioritize and meet competing deadlines as directed by CEO.
- Maintain positive working relationships with all GFF team members, board members, officers, and investors.
- Demonstrated ability to handle sensitive issues and maintain confidentiality.

Work Environment

Work is typically performed in a standard office setting at a desk or table on a level surface. Provides opportunity to work from home when responsibilities allow. May travel to attend meetings, visit business sites and attend various functions. May be required to work more hours than normal during a regular workweek depending on workload and deadline requirements. May be required to represent GFF at public meetings or events, in the absence of the CEO.

Compensation and Benefits

- Wage is \$15-24/hr, depending on qualifications
- Up to 3% retirement match
- Medical Insurance Stipend (up to \$500/mo)
- Paid holidays and vacation
- Remote work and schedule flexibility