

**Business Network Administrative Assistant**

**Who**

**Title** Business Network Administrative Assistant

**CDC Area** Business

**Reports to** **Business Hub Director**

**Salary, Compensations & Reimbursement** \$19.00/hour

**Employment Status** Paid Staff, 20 hours per week

**What**

Support the work of the Business Network Director, Data Manager and Grant Administrator.

**How: Basic Skills**

<b>Communication</b>	Cultural Humility, Active Listener , Resolves personal conflicts in a timely way
<b>Team work</b>	Team based, with ability to work independently
<b>Problem solving</b>	Able to use resources to complete project
<b>Self Management</b>	Self-starter and willing to ask questions when uncertain.
<b>Technology</b>	Salesforce, Outlook, Word Processing, Email and Calendar management, MS Excel, quick books
<b>Learning</b>	Willing learner of the community development process

**4. KEY PERFORMANCE OBJECTIVES**

<b>Outputs</b>	<b>Key Performance Indicator</b>
Clerical support of systems and forms	The people who are supported by AA are more

for managing contractors, staff and project volunteers.	productive, and the quality is higher. Team calendar is up to date. Ensure that translation and interpretation services are available as requested by entrepreneurs.
Hospitality	When meetings are occurring, provide meeting support like room setup and tear down, hospitality, handouts, follow-up materials, and other support as requested.
Electronic and paper data management, contact management, and communications.	Enter contact information in Salesforce and manage contact and campaigns related to the two projects. Maintain document retention on our cloud storage, including oversight of document sharing and folder outline. Spread sheet creation and data entry. Take notes of network meetings, and distribute them to participants.
Office supplies inventory and general office operations, including facilities.	Keep current supply shopping list. Check that payments and invoices are going out on a timely manner.
General office and project support	Assist with event planning, scheduling meetings, communications and miscellaneous administrative tasks. Take incoming messages, inquiries and initiatives, and get them to the correct person.
Delegate data task to volunteers or interns.	Assign data management and communications tasks to interns as appropriate.

## 5. PERSON SPECIFICATION

### QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications (Essential): Organized, resourceful problem-solver and takes initiative. High school diploma or equivalent. (Desirable): personal experience starting or running a small business; bi-lingual; college coursework in business, administration, social work or similar; Competent in collaborative work, partnerships and/or complex stakeholder arrangements; Experience in a multicultural professional setting

Knowledge, Skills & Experience (Essential): HR document processes, document processing and storage, Ability to create systems, develop tools, and apply knowledge of general office operations to help run the office efficiently.

Knowledge, Skills & Experience (Essential): Microsoft Office, Sharepoint, Salesforce, Mail Chimp

Physical: Able to climb stairs; meeting tables; set up and take down tables; set chairs; carry items up to 20 pounds.

**6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY**

**ORGANIZATIONAL RELATIONSHIPS**

Reports to: Business Hub Director

Supports Business Hub activities

**7. WORK PRACTICES**

Required minimum work:

- 20 hours per week;
- No fewer than three four-hour work sessions at the same day(s) and time(s) every week, at the Sunrise Center;
- The balance of the hours at office or remote;
- If remote and on phone or video, in a quiet environment with professional attire and video background;
- Presence at Staff Meeting Thursdays 9:00 – 10:00am; and,
- Weekend and evening work is occasionally required. Examples include being on site for some events, or engaging with neighbors for an evening meeting.

**ACKNOWLEDGEMENT**

This job description has been designed to indicate the general nature and level of work performed by staff. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

Signatures

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_