

Seward County Chamber & Development Partnership

Job Description Development Assistant

BASIC FUNCTION:

The Development Assistant is responsible for supporting the Seward County Chamber & Development Partnership (SCCDP) organization's economic development efforts by researching, connecting/scheduling, and documenting relationships with businesses and development projects across Seward County, Nebraska. Also, this position will be cross trained to work with the SCCDP's Administrative Assistant to fulfill front office duties. This position helps the President & CEO work to fulfill the Vision Statement 2035.

ORGANIZATION:

Reports to the President & CEO

SPECIFIC RESPONSIBILITIES:

SCCDP Team

- Support the creation and sustainability of the Seward County LAUNCH program, Rural Workforce Housing Fund, reVISION grant partnership with Seward Public Schools, and future grant-funded programs.
- Develop a comprehensive inventory of businesses in Seward County and determine ways they want to connect with area schools.
- In partnership with the SCCDP Marketing & Events Coordinator, create videos to document businesses in Seward County to help them tell their stories.
- Document development projects and research needed data for answering questions to proposals and general inquiries.
- Collaborate with the SCCDP Administrative Assistant to accomplish front office duties.

President & CEO

- Keep the President & CEO informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Perform clerical and general office duties for the President & CEO and other staff members.
- Write regular email correspondence for the President & CEO.
- Partner with the SCCDP Administrative Assistant to compile monthly agenda and related materials for the SCCDP Board of Directors and Working Group meetings; maintain records of all Board activities, official documents, and Board terms; and attend all Board-related meetings to record, transcribe, and distribute minutes, as required.
- Ensure expenditures associated with development projects are within the annual budget for the SCCDP.
- Perform other duties as assigned.

Members

- Contact business and community leaders, including the SCCDP Board of Directors, and the public by phone, in person, by e-mail, and interact extensively with all staff members of the SCCDP.

Seward County Residents

- Determine ways to encourage public participation in the events and activities of the SCCDP.
- Welcome visitors to the Seward Civic Center in the SCCDP's front office.

Standards of Performance:

The standards required for successful performance of this job are:

- Demonstration of acceptable levels of attendance, strong work ethic, high level of customer service, and positive attitude.
- Interpersonal relationships that encourage openness, candor/trust, both within and outside of the SCCDP.
- Professionalism and discretion in maintaining confidential information.
- Initiative and creative thinking in decision-making, problem solving, and performance of job duties.
- Excellent time management and organizational skills.
- Timeliness and accuracy in completing assigned duties.

Mental and Physical Requirements:

- Ability to demonstrate effective and accurate oral and written communication skills.
- Ability to build strong relationships and work well with others.
- Ability to solve job-related problems and make decisions where procedures are established but conditions change; initiative must be exercised to overcome minor obstacles.
- Ability to read, analyze, and interpret job-related information.
- Ability to manipulate necessary office equipment, computer software, and peripherals.

Working Environment and Conditions:

- Perform duties in well-ventilated/lighted and temperature-controlled office; noise level is a minimum.
- Minimal travel inside Seward County, is required.

Education, Training, and Experience:

- Requires an associate or bachelor's degree in a related field, working toward a degree, or adequate years of related experience.
- Excellent grammar and writing skills.
- Knowledge of Microsoft Office, QuickBooks programs, and video production/editing programs.
- Experience in accounting or bookkeeping and payroll procedures, budget/expense tracking.
- Experience in organizing an office with multiple employees, especially maintaining a detailed filing system.
- Valid Nebraska Driver's license.

Equipment and Tools:

- General office equipment (telephone, computer, printer/copier/scanner, postage meter, etc.)
- Basic computer and software use, including email, Internet, word documents, spreadsheets, desktop publishing, presentations, member management database, and QuickBooks.