

AGNC Job Description: Executive Assistant

Status: Full-time, salaried
Location: Based in Rifle, Colorado
Reports to: AGNC Executive Director

To Apply: *Please send a cover letter, resume and three references to bonnie@agnc.org*

Position Summary:

The AGNC Executive Assistant provides support to the Executive Director and the AGNC Program Administrator and will work on a variety of projects with minimal oversight. The Executive Assistant manages many bookkeeping and financial functions of the office, makes arrangements for Board meetings and other events, attends Board meetings and prepares minutes. This position will provide support to the Northwest Enterprise Zone and provide outreach and support for the Enterprise Zone across eight counties in Northwest Colorado. Customer service skills are an important component of this position.

Major Responsibilities: The following duties and responsibilities reflect essential functions of this position but job requirements are not limited to only those functions outlined below.

1. Manage day-to-day office tasks:
 - a. Incoming call handling and processing
 - b. Bookkeeping
 - c. Handle Bill Processing and Payments
 - d. Expense Reporting and Payment
 - e. Mail handling
 - f. Website updates
 - g. Maintains and updates databases of various constituencies
 - h. Any other tasks as assigned by the Executive Director
2. Membership Support include:
 - a. Membership billing
 - b. Day to day membership communication
 - c. Management of membership requests as applicable
3. Support AGNC Board of Directors, responsibilities include:
 - a. Schedule meeting venue and arrange for equipment as needed
 - b. Agenda and packet preparation
 - c. Arrange for any catering required
 - d. Prepare and distribute meeting minutes
4. Support Executive Director (ED) as needed, including:
 - a. Schedule meetings and logistics in support of AGNC projects
 - b. Prepare reports, grant applications, etc. in collaboration with ED
 - c. Support legislative, economic development and advocacy efforts
5. Support the Northwest Enterprise Zone (EZ), such duties include:
 - a. EZ Information Dissemination and Outreach
 - b. Outreach efforts will require travel as well as presentations to elected officials, businesses, economic development organizations, and the public in general.
 - c. EZ Zone Verification, Pre-certification and Certification
 - d. EZ Reporting to AGNC Board and State of Colorado
 - e. EZ Boundary Designation and Amendments
 - f. Submit and Manage EZ Contribution Project Proposals

Minimum Requirements:

- Bachelor's degree in Business or related field preferred; equivalent education and experience in bookkeeping, customer service, report and grant writing may be considered in lieu of a degree.
- Writing skills with the ability to prepare correspondence, report preparation and assistance with grant applications for various activities
- Ability to work in a fast paced environment, interpret proposed legislative changes, work with staff and elected officials at all levels of government
- Public Speaking and Problem solving skills
- Must be a team player
- Proficient knowledge of Microsoft Office computer software applications and demonstrated ability to adapt to other systems as required in the performance of job duties
- Experience with QuickBooks accounting software is desired

Additional Requirements Considered:

- Experience in community economic development efforts
- Knowledge of Wordpress technology for website updates

Additional Information:

- Requires some travel for board meetings and Enterprise Zone outreach opportunities.
- Flexible work hours will be necessary in the conduct of certain activities
- Salary range \$37,000 to \$41,000 annually