

Position: Executive Assistant/ Marketing Administrator

Summary:

This position will perform general clerical duties, research, database management and communication. This Person must have excellent verbal and written communication skills and the ability to handle a variety of tasks. Will have a high level of visibility with cities within Wright County and networking and learning opportunities available on a local and regional level. This person reports directly to the Executive Director.

The position will be 25-30 hrs. per week, pay between \$22.50-\$25 per hour based on experience.

Administrative Responsibilities:

- Person will perform general office duties including, but not limited to, monthly billings,
- processing mail, answering telephones, maintaining mail databases and miscellaneous correspondence.
- Responsible for annual billing, creating invoices and thank you responses.
- Assist in the preparation of committee and Board Meetings. Responsible for composing and distributing Director approved minutes of all meetings.
- Respond to inquiries in a timely manner and forward to Executive Director when appropriate.

Marketing Responsibilities

- Create and distribute monthly newsletter and any additional special announcements with Executive Director's approval.
- Create promotional items, brochures, and advertisements for the Partnership.
- Responsible for updating the website when needed
- Responsible for maintaining and interacting with all social media outlets of WCEDP.

In Collaboration With Executive Director & Designated Task Forces

- Collaboration of membership events, seminars, and all special events. This involves coordinating set-up & clean-up for the events, marketing, gathering supplies or prizes, requesting sponsorships, etc.
- Work as an ambassador of Wright County and its communities by attending networking events throughout the county as directed by the Executive Director (these may be on weekends or after hours occasionally).
- Partner recruitment and meetings when the opportunity arises.
- Perform other related duties as instructed by the Executive Director.

Job Qualifications: *Not all are required but beneficial*

- HS Diploma or Equivalent
- AA in Marketing and Design or equivalent experience with marketing role
- Ability to keep accurate and complete records, files, and meeting minutes.
- Ability to communicate effectively, verbally and in writing.
- Ability to organize time and solve problems.
- General Knowledge of accounting and budgeting procedures.
- Knowledge of Microsoft 365 Office applications and graphic design including Adobe Creative Cloud applications, Canva, and Camtasia.
- Knowledge of Customer Relation Management software or CRMs for lead generation and communication with Partners.

For more information or to apply send resume and cover letter to Missy Meidinger at missym@wrightpartnership.org