



Job Opening	<i>Office Manager</i>
Reports To	<i>Executive Director</i>
Employment Dates	<i>Year-round, part time (20-25 hours/week); flexible schedule available</i>
Status	<i>Non-Exempt</i>
Starting Wage	<i>\$16.00-\$18.00/hour, depending on experience, plus year-round, part-time benefits package</i>

ACEDC Mission

The Addison County Economic Development Corporation is a 501(c)(6) member-based regional economic development organization. ACEDC's mission is to create an entrepreneurial and innovative environment, nurturing businesses to launch, grow, and thrive. ACEDC assists entrepreneurs and business owners from all backgrounds, businesses of all sizes, during all stages of growth, while advancing economic and community development in Addison County, Vermont.

Job Purpose

The Office Manager supports the organization's mission and ensures effective and smooth operations by providing office management functions, coordinating contracted services, and providing support to staff. This position handles a range of responsibilities associated with the organization's operations and office management. The position reports directly to the Executive Director and works collaboratively with all organization staff. The ideal candidate can handle a wide range of assignments, ensure sensitive material is kept confidential; and is willing to be flexible in their responsibilities.

Duties and Responsibilities

- Provide administrative assistance, such as writing and editing correspondence, drafting memos, and preparing communications at direction of Executive Director
- Maintain comprehensive and accurate records, including meeting notes and board meeting minutes
- Organize and maintain all paper and electronic files
- Provide IT support for the organization
- Provide interface between organization and external service providers and vendors such as accounting firm, marketing and communications firm, IT service providers, and others
- Work with marketing and communications firm to:
 - Improve, maintain, and update organization website
 - Maintain CRM database and member relations platform
 - Monitor media channels and partner communications
- Track and manage member dues
- Prepare periodic reports and filings on behalf of organization
- Manage info@addisoncountyedc.org account and requests
- Manage office space subleasing
- Oversee intern and volunteer projects
- Manage office supplies and process mail
- General office support for organization staff
- Provide staff support for shared communications platforms (such as Zoom, Survey Monkey, Doodle Poll, etc.)

- Help plan and support organization events
- Organize meetings, including scheduling, sending reminders, and organizing catering
- Answer phone calls in a polite and professional manner, triage and direct calls

Skills and Attributes

- Excellence in Microsoft Office 365, including Teams and Sharepoint
- Experience with website and CRM software
- Strong IT and computer skills
- Working knowledge of databases, spreadsheets, and online forms systems
- Highly organized, high standards for quality work, and detail-oriented
- Able to multi-task and navigate multiple deadlines and work schedules
- Excellent time management skills and ability to prioritize
- Outstanding written and verbal communication skills
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the general public
- Enthusiasm for the mission of ACEDC and its future

Minimum Qualifications

- Associates degree required, Bachelor degree preferred, or 3 or more years of office management experience
- Minimum 2 years experience with similar or equivalent organization in similar role
- Computer proficiency required in all Microsoft Office products
- Skills with customer relations management platforms and website management preferred

Equal Opportunity Employment

The Addison County Economic Development Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

How to Apply

Via email, submit cover letter and resume to fkennedy@addisoncountyedc.org with "Office Manager Job Application" in the subject line. Applications due by September 10, 2021.