**Title: Executive Assistant to the Executive Director of MEDC**

**Location: Monticello, Arkansas**

This position has broad supportive responsibility for economic development activities for Monticello/Drew County:

**Professional Experience/Qualifications:**

**Required:**

* Proficiency in QuickBooks Pro Plus with understanding of basic accounting practices
* Proficiency in Microsoft Office applications
* Very strong interpersonal, verbal and written communication skills
* Ability to think strategically
* Demonstrated public relations skills
* Understanding of government affairs
* Personal and professional integrity
* Ability to manage multiple projects

**Preferred:**

* Undergraduate degree from accredited institution
* Knowledge and understanding of the economic/community development environment

**Key Responsibilities:**

* Assists the executive director
* performs numerous office management tasks, including managing phone calls, purchasing and contract administration
* maintains all books, receipts and disbursements, records, and bank accounts for the corporation;
* assists in the development of publications and data presentations for the organization, its officers or directors
* manages a Revolving Loan Fund program
* prepares periodic reports to the Executive Director and Board of Directors
* organizes all Board meetings and other official functions
* records/distributes minutes of the Board and affiliated organizations meetings
* assists in the development of publications and data presentations for all affiliated organizations, officers or directors
* gathers and proofs information and data for website
* Assists with preparation of grant applications
* All other duties as may be assigned from time to time

Annual salary dependent upon experience and qualifications.

Email Resumes to: success@monticelloedc.org