



### **Job Description: Marketing/Administration Assistant**

Summary: The Crawford County Economic Development Partnership Corporation (CCEDC) seeks a qualified professional to perform marketing and administrative duties. This position is a salaried part-time office position. 95% of the hours are over the course of a business day with 5% on occasional night Board meetings or events. The office is located in Carefree near the Crawford County Industrial Park. This position reports to the Executive Director to assist in advancing economic prosperity in Crawford County to fulfill the strategic & marketing plan of the CCEDC and as an ambassador to Crawford County in outreach and organization. This position requires a highly organized individual with excellent time management and customer service-oriented skills in an office setting. Must have experience in web page management, basic marketing (including digital), and computer software skills. Knowledge of economic development a plus and will provide mentorship and professional development opportunities in the field. Travel within the region is required on occasion. Professional development opportunities as prudent will be offered. Salary range based on experience.

#### **Job Duties:**

- Answer and direct phone calls
- Organize and schedule appointments
- Must have command of grammar and syntax skills
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Ability to assist in writing press releases and online content
- Maintain website and social media freshness
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Act as the point of contact for internal and external clients
- Work with the Executive Director on projects related to business development





**Job Qualifications:**

- Valid Drivers License is required as is a clean driving record
- Positive, solutions-oriented customer service skills required
- Creative “outside the box” thinker, Open to new concepts & adaptable to change
- Proven skills in infographics and web page maintenance
- Superior verbal and written communication skills (must provide sample)
- Proof of post-secondary training, certification or credential required.
- Associates Degree in field preferred, 4-year degree in general field preferred
- Working knowledge of MS office programs including Publisher. (Apple suite is a plus but not required). Working knowledge of digital marketing required
- Book Keeping and Accounts Receivable experience a plus
- Ability to work independently while contributing to the team
- Trustworthy and able to complete work in an efficient manner

**Electronic submissions will only be accepted in PDF format only.** Please submit the following required materials to: [Info@SelectCrawfordCounty.com](mailto:Info@SelectCrawfordCounty.com) Applications will remain open until position is filled. Required Documents are a must. Incomplete applications will not be advanced.

**Required Documents:**

- Cover Letter in Business Format
- Resume/CV
- Sample writing of a press release

