

**NORTH LOUISIANA ECONOMIC PARTNERSHIP (NLEP)
POSITION DESCRIPTION**

POSITION TITLE: **Economic Development Assistant**

DEPARTMENT: NLEP

EXEMPT/NON-EXEMPT: Exempt

PURPOSE STATEMENT/POSITION SUMMARY:

The purpose of this position is to provide administrative support for the organization to help accomplish the NLEP's economic development agenda and goals.

REPORTING RELATIONSHIP: This position reports to the President

MAJOR JOB DUTIES:

- (1) Support the President and team by performing the following functions: Word processing, department correspondence, filing, business travel arrangements, prospect visits, meeting logistics including agenda preparation and catering arrangements, setup, registration, cash collection and reconciliation, and other arrangements as necessary
- (2) Appropriate handling of telephone calls and correspondence for assigned functions. Help arrange appointments as needed for President and team. Retrieve and dispense daily mail.
- (3) Assist staff in preparation of prospect materials/responses and provide logistics support related to both prospect or staff initiatives as needed.
- (4) Assist with producing and coordinating necessary external communications (letters, memos and emails) for organizational efforts including various committees and related activities
- (5) Maintain the NLEP's filing system, accurately code/process invoices in coordination with accounting and provide accurate record keeping for organizational operations
- (6) Support ongoing efforts of NLEP's various boards, committees or initiatives including the local partners group(s). Attend meetings, take minutes and distribute information to participants
- (7) Assist in preparation and logistics for the organization's marketing related travel, prospect visits and other periodic initiatives
- (8) Act as point person and lead contact in Shreveport office for various vendors that ensure that office equipment and other technology are available and in working order.
- (9) Offer other support as needed to help achieve the organization's overall agenda and serve its customers and investors.

EDUCATION/EXPERIENCE REQUIREMENTS:

- (1) Some college desirable. Associate or bachelor's degree preferred.
- (2) Five or more years of administrative support experience preferred

SPECIAL SKILLS, KNOWLEDGE AND ABILITIES:

- (1) Ability to handle inquiries through effective face-to-face and/or telephone communications
- (2) Must have a strong oral and written communication skills

- (3) Knowledge of basic mathematics, familiarly and use of computers, and general office procedures;
- (4) Ability to pursue various projects simultaneously to completion
- (5) Must be able to handle confidential and otherwise sensitive information appropriately
- (6) Must possess and project above average interpersonal skills, as this position deals with people across many circles including senior level private and public sector leaders
- (7) Must work cooperatively with other employees and be a team player
- (8) Willingness/ability to work past normal NLEP business hours to complete needed work/projects

MATERIALS AND EQUIPMENT USED:

- (1) Computers and basic office equipment
- (2) Windows related software

WORKING CONDITIONS:

- (1) Requires ability to excel in the practice of project management within a fast-paced environment of creative stimuli, multiple priorities and challenges
- (2) Willingness to staff NLEDF events including some requiring occasional before and after hours work
- (3) Access to reliable transportation is a must as NLEP works across a large region.