Position Opening Notice

Executive Support Specialist
(Revised: July 26, 2016)

College and Area Information
Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, innovative, and responsible person to provide administrative and marketing support for the Office of the President and the Office of Development and College Advancement/TBCC Foundation in conjunction with and support of the College’s mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC served 2,287 students during the 2014-15 academic year.

Organizational Relationship
Reports to: College President and Director of Development and College Advancement

Term of Employment
Annual: position July 1 – June 30
Leave in accordance with current TBCC Policy and corresponding regulations.
Responsibilities

Under the guidance of the College President and Director of Development and College Advancement, the executive support specialist will provide administrative and marketing support for the operations of the president’s office, the TBCC Foundation, and college advancement. The executive support specialist will support the accurate and timely production and distribution of information, prepare meeting logistics, serve in a confidential capacity, contribute to internal and external communications for educational programs and activities and events, and work cross-functionally across departments and with faculty, students, the public and other partners to advance the College’s mission and its goals.

Principal Duties and Responsibilities:

Board and Foundation Administration

- Create and distribute Board packets and meeting materials as directed
- Prepare agendas, attend, take notes and provide minutes for meetings as needed
- Keep current board rosters, contact information and college policy
- Create and maintain accurate and current files for donors, partners and endowed scholarships
- Receive and process all donor gifts into the Foundation database
- Create and print reports and mailing lists from the Foundation database
- Serve as administrator for the Foundation scholarship program: prepare annual applications, intake student applications, work with financial aid office to obtain and verify information, prepare and distribute promotions internally and externally
- Support the Annual Teaching Excellence of the Year Award: Prepare annual applications, intake nominations, prepare and distribute annual promotions as directed

General Administration

- Coordinate meeting and event logistics such as securing rooms/venues, ordering food, rentals and other necessary preparations as directed
- Coordinate and maintain college administrative rules
- Assist with College official documents as needed and under direction of the college president
• Assist in proofreading and editing collaterals under the guidance of the president and director of advancement
• Respond to inquiries from the public and other constituents as directed
• Verify invoices and create requisitions for payment
• Perform other duties and special assignments as requested/allowed by the president

**Marketing Administration**

• Under the direction of the director of advancement write, edit, proofread and distribute press releases and media content
• Design and produce flyers, programs and other promotional collateral.
• Prepare mailing lists, invitations, printed programs, and other promotional materials as requested to support special events and activities
• Schedule and coordinate logistics for marketing projects such as video productions, radio spots and print advertisements
• Coordinate content for the Foundation website and social media channels as directed

**Required Qualifications**

• Minimum of three years’ experience in office administration or executive level support
• Previous experience taking and preparing minutes
• Previous experience supporting projects that require high level thinking as well as attention to detail
• Previous experience in project and/or event coordination
• Must have experience using technology to support office functions including Microsoft Word, Excel, web based tools and email programs.
• Previous experience managing and creating electronic and paper filing systems

**Skills**

• Must possess excellent interpersonal skills, personal initiative and can-do positive attitude
• Must be able to multi-task and meet deadlines
• Must be able to organize complex information
• Must be self-directed and able to work independently as well as in a team
• Must demonstrate a high level of trustworthiness and perform in a confidential manner
• Must be able to work effectively with multiple stakeholders to achieve positive results
• Must deliver accurate and timely information to meet program needs

May require occasional evening or week-end work.

Must be able to lift 25 pounds

**Education Requirements**

Associate Degree

**Preferred Qualifications and Skills**

• Bachelor’s degree
• Fluent in Spanish
• Experience using *Adobe* Creative Suite (particularly InDesign and Photoshop)
**Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to: patryan@tillamookbaycc.edu

Applications may also be mailed to:
Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141


Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

**Position Open until filled**

Applications must be received by 12:00 p.m. August 16, 2016

**Compensation and Position Availability**

This is a 1.0 FTE position. Salary is $33,713-$37,945, depending on experience. Benefits are in accordance with Board Policy.