



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice **EDC/SBDC Office Support Specialist**

Organizational Relationship

Reports to the Economic Development Council of Tillamook County (EDCTC) Director and Small Business Development Center (SBDC) Director

General Statement

This position provides secretarial and administrative support ½ time to the EDC Director and ½ time to the SBDC Director at TBCC. Work may include tasks for other TBCC team members as directed for a wide-ranging group of programs. **Confidentiality of information is critical.**

Term of Employment

Annual: position July 1 – June 30. Position is full time with benefits.

Major Areas of Responsibility

- I. Administrative Assistant Support
- II. Reception
- III. EDC Board Meeting Preparation and Organization
- IV. SBDC Clients/Workshops/Programming

Specific Responsibilities

Reception

- Greet clients, students, and visitors either in-person, by phone, or by email; answer basic questions and refer to other appropriate staff members of EDC or SBDC.
- Maintain lobby brochure/materials displays.

EDC Administrative Support

- Provide direct administrative support to the Director of Economic Development.
- Assist in preparing items for Economic Development Council meetings; participate in assembling Economic Development Council agenda packets; and draft minutes of Economic Development Council meetings.
- Interface with prospects, allies, commercial real estate brokers, and developers to assist the Director of Economic Development.
- Access database for information regarding local industrial, office and retail real estate sites for sale or lease.

- Invoice borrowers, update loan files and complete necessary reports for the EDC Revolving Loan fund.
- Process accounts payable and accounts receivable.
- Develop informational documents for potential new businesses. Develop electronic and written documents to respond to inquiries and requests for information.
- Gather data on Tillamook County statistics or demographics for internal and external use.
- Organize participation in regional and national trade shows.
- Update postings to the Economic Development Council's website and social media sites.

Other EDC Duties and Responsibilities

- Assist in researching and compiling data for special projects.
- Set up meeting rooms for meetings as required; and order and pickup food for meetings.
- Perform other duties as assigned.

SBDC Administrative Assistant Support

- Schedule appointments as needed and maintain master calendar for the SBDC.
- Prepare various documents and correspondence; perform filing, photocopying, compilation and collation of documents and/or resource materials.
- Research information as requested by SBDC Director.
- Handle incoming /outgoing mail processing and sorting.
- Prepare check requests and purchase orders as appropriate for accounting.
- Take and prepare minutes of all advisory committee/team meetings of SBDC with knowledge of any Open Meeting requirements. Prepare meeting agendas and packets. Facilitate meeting reminders. Arrange for refreshments if required.
- Order office supplies as needed; maintain office equipment.
- Other duties as assigned.

SBDC Clients, Workshops, Programming

- Follow all guidelines and protocols established by OSBDCN and funding partners to ensure audits, site reviews and ASBDC accreditation standards are met or exceeded.
- Organize and coordinate workshops, meetings and events for the SBDC including dates, times, and locations. Work with college personnel/outside agencies to make sure all events are correctly scheduled, facilitated and reported according to OSBDCN standards.
- Market SBDC services, classes and events using social media and other advertising tools as requested by the SBDC Director.
- Accurately input information into OSBDCN database (Center IC) for reporting purposes; check for and resolve errors in database; compile required statistical data according to instruction for state and federal reporting requirements. Verify contractor invoices against the database. Use Center IC functions for surveys and special reports. Reconcile SBDC database with college recordkeeping systems.
- Assist the Director with the development of new programs. Maintain recordkeeping systems, help ensure that procedures follow college and grant requirements.
- Represent the SBDC and college at community events and meetings as requested.
- Attend team meetings and professional development as directed.

Required Qualifications

- Associate's degree in Business-related or Administrative/Office Management or related field or equivalent experience.
- Two years' experience working in or managing an office setting, working with the public.
- Proficiency in the use of computers, Microsoft Office, Outlook, and Excel and in-house computer software.
- Ability to work with a variety of people and changing circumstances, prioritize tasks with minimal direction, compose and prepare a variety of business memos, reports, and correspondence.
- Demonstrate strong interpersonal skills
- Effective oral and written communication skills.
- Ability to work individually and with a team.

Preferred Qualifications:

- Proficiency with Facebook marketing.
- Proficiency with QuickBooks

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

To print application go to <http://www.tbcc.cc.or.us/index.php/about-tbcc-learn-more-about-us/discover-tbcc/employment> and choose the staff application packet. Candidate selected for hire must provide official academic transcripts.

Position Open until filled

First review of applications: January 30, 2020

Compensation and Position Availability

This is a full time position. Salary is \$17.60 - \$19.24/hour, depending on experience. Excellent benefits in accordance with Board Policy.