



POSITION TITLE

Office Administrator: Part-Time

Want to utilize your office administration experience to assist our team with building a more prosperous and socioeconomically stronger region? Looking to join a team that is passionate and fun? Choose the Mount Rogers Regional Partnership!

Our recently revamped Regional Economic Development Organization (REDO) is seeking to fill a newly created position charged with assisting the Executive Director in building and maintaining a highly effective organization. Our new teammate will work with all aspects of the organization to build and grow our regional economy. There will also be an opportunity to work on special projects.

Education

- Minimum high school diploma, GED, or equivalent
- Associate or demonstration of professional development preferred
- Two to three years' management experience in an office setting
- Proficient with Microsoft Office software and phone systems

To Apply

Send cover letter, resume, and any samples to:
jlewis@viaalliance.org

Position is open until filled, with a spring/early summer start date targeted.

Primary Goals

Supports organizational operations by:

- Creating highly organized administrative systems for all aspects of operations.
- Monthly bookkeeping and keeping accurate accounting records
- Execute office functions by:
 - Organizing procedures
 - Tracking and reporting on multiple grant administration requirements
 - Correspondence assistance
 - Meeting Scheduling
 - Event assistance
 - Minute keeping
- Achieves financial objectives by assisting with preparing an annual budget, scheduling expenditures, and provides feedback on process alignment

Required Skills

- Excellent organizational skills and detailed planner
- Great attention to detail
- Excellent written and verbal communication skills
- Promoting process improvement
- Tracking and reporting on budget expenses
- Collaborative
- Problem solving and creative ability
- Ability to analyze data and communicate its impact on the local/regional economy
- Proficient with standard office software programs – CRM, Microsoft Office, data tools
- Absolute team player that is eager to engage multiple facets of the organization to accomplish the regional mission

Pay & Benefits

- Competitive pay range in a low cost-of-living region \$16–\$18 per hour
- Flexible scheduling with an estimated 15–20 hours per week