

POSITION

Part-Time Administrative Specialist



REPORTS TO

Executive Director

POSITION SUMMARY

Naturally Lewis Inc., the lead economic development organization for Lewis County, seeks a detail oriented and organized part-time Administrative Specialist who will be an integral supporting role for the economic development team. The position supports the administrative, operational and financial functions within Naturally Lewis Inc., and its administered entities, including the Lewis County IDA, Lewis County Development Corporation and the Lewis County Chamber of Commerce. The Administrative Specialist will be instrumental in maintaining efficient workflows, ensuring accurate record keeping and providing administrative support to enhance organizational success.

ESSENTIAL POSITION DUTIES

All duties support the organizational success of Naturally Lewis Inc., the Lewis County Industrial Development Agency, the Lewis County Development Corporation and the Lewis County Chamber of Commerce. Additional duties may be assigned & existing responsibilities may change as deemed appropriate.

- **Administrative, Data and Financial Support:**
 - Maintain accurate data entry in systems, including the Project Management System (PMS) ensuring consistency, completeness and accessibility of all organizational records.
 - Generate reports, manage contracts, and track organizational activities relating to grant, loan, incentive and membership programs as tracked in the PMS, ensuring data is correctly categorized, deadlines are met and necessary documentation is up to date for compliance.
 - Organize policy and compliance documents for each organization annually, ensuring all policies, procedures and required regulatory documents are easily accessible and compliant with NYS.
 - Manage correspondence, mailings, and file systems to ensure efficient document retrieval.
 - Ensure compliance with internal procedures by assisting with annual audits and project reporting status updates.
 - Perform bank deposits and assist with invoicing and billing, as needed.
 - Assist with donations and preparing donor acknowledgements.
 - Assist with various forms of correspondence to and from the organization(s), including drafting official letters, emails and notifications ensuring consistency and professionalism.
 - Assist with HR administration including annual benefits review and administration.
 - Assist with the drafting and administration of various contracts and Request for Proposals (RFPs).
- **Communication and Board Organization:**
 - Coordinate with staff in preparing board meeting agendas, gathering documents and presentation slides ensuring all materials are accurate and distributed in advance.
 - Maintain a well-organized system for agendas, meeting minutes, resolutions and other board documents, physical and digital forms, ensuring accessibility and proper archiving.
 - Send board packets to boards and committees one week prior to meeting dates.
 - Take meeting minutes at board meetings, capturing key discussions, motions, votes and action items, ensuring that minutes are formatted professionally, reviewed for accuracy and distributed in a timely manner.
 - Collect and manage required documentation and signatures needed from board members, including contracts, checks and other board approved items.
 - Provide necessary communication with attorneys or consultants to assist with document organization, legal filings and compliance related matters.

- Assist with surveying of clients for various project tracking and reporting, gathering data to measure program effectiveness – compile results into organized reports for compliance and decision-making.

EDUCATION, EXPERIENCE & SKILLS

To perform this job, an individual must be able to ensure agency performance of all duties outlined, as well as any other activities required to ensure Naturally Lewis is sustainable. The requirements below represent the minimum knowledge, skill, and/or ability required.

- **High School Diploma or GED**, with preference given to candidates who have:
 - **Additional Qualifications:** Coursework or certifications in business administration, accounting, or office management.
 - **Preferred Education:** An Associate's degree in Business Administration, Accounting, or a related field could strengthen a candidate's application but may not be required if they have sufficient experience.
 - **Experience:** Proven administrative experience preferably in nonprofit settings
 - Experience in Microsoft Office/Teams and Computer Systems
 - Excellent writing skills
 - Experience with Canva or willingness to learn
 - Strong organizational, multi-tasking and communication skills
 - Attention to detail
 - Ability to maintain confidentiality

ADDITIONAL REQUIREMENTS:

- Attendance may be required for training, education, or seminars.

WORK SCHEDULE:

Part-time; up to 20 hours per week

HOURLY PAY & BENEFITS: \$23-25/hour

- SIMPLE IRA
- Paid Time Off
- Wellness Stipend
- Cell Phone Stipend

Naturally Lewis is an Equal Opportunity/Affirmative Action Employer.

All job applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, marital status, disability, veteran status or any other protected class as required by law.