



202 Falls Ave., P.O. Box 5079, Twin Falls, ID 83303-5079 ♦ Phone (208) 732-5727

NOW HIRING: ADMINISTRATIVE ASSISTANT

Region IV Development Association, Inc. (RIVDA) is a private, not-for-profit corporation that was established to encourage the development and diversification of the economy in South-Central Idaho. The company is recognized by the U.S. Department of Commerce – Economic Development Administration as the Economic Development District serving the eight counties of South-Central Idaho, which includes Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls. RIVDA is also recognized by the U.S. Small Business Administration as a Certified Development Company and authorized to administer the SBA 504 Loan program. The organization administers other government based, small business lending programs that are designed to provide business capital to qualified businesses, that otherwise, do not have access to capital resources on reasonable terms and conditions.

Job Summary:

The Administrative Assistant works directly under the President and Chief Executive Officer of the organization. The successful candidate will assist the President, Board of Directors, Department Managers, and all RIVDA Team Members perform and fulfill their work duties and responsibilities. The Administrative Assistant performs a wide variety of office support functions. This position is responsible for providing reception, data entry and Word processing, and general office organizational support. Responsibilities include answering the telephones, greeting the public, making appointments, arranging meetings, making travel arrangements, assisting with company communications, managing computer and general office equipment operation, maintaining files and company records, and dealing with the general public and staff courteously and effectively. The Administrative Assistant will provide support to maintain the company website and social media platforms as part of the company's marketing strategy.

Duties and Responsibilities

Working independently to organize and prioritize multiple tasks, the Administrative Assistant performs the following duties in a timely and efficient manner:

- Receive office visitors and answers the telephone using knowledge of business telephone procedures and etiquette; handles routine inquiries and directs individuals to appropriate resources; takes clear and concise messages.
- Type correspondence and other materials such as purchase orders, payment requests, meeting minutes, and reports.
- Prepare, duplicates, and distributes correspondence and mailings; compiles data and prepares reports.
- Maintain efficient and organized filing systems, including setting up new files, classifying, labeling, filing and retrieving documents.
- Coordinate meetings, manage schedules, and make appointments including scheduling conference room space both internally and externally, and booking various events
- Manage and schedule travel including purchasing airline tickets, making hotel reservations, coordinating ground transportation, obtaining directions, etc.
- Assist the President with planning, scheduling, coordinating, hosting, broadcasting, recording, and catering quarterly Board of Director meetings.

- Assist in the preparation and distribution of Board of Director board packets, meeting minutes, financial reports, and other necessary materials.
- Schedule, plan, and attend meetings and other events as assigned; prepares and distributes meeting minutes and other necessary materials.
- Receive and route daily incoming and outgoing mail.
- Maintain, inventory, and purchase office supplies and equipment as authorized.
- Receive complaints and problems from customers courteously and direct to the appropriate Executive Team member.
- Performs additional related duties assigned.
- Assist with managing the company website, social media platforms, and other mediums of communicating with the public.
- Coordinate the release of public announcements and press releases with media outlets.
- Other duties as assigned.

Qualifications and Skills

- Organization skills to work within a range of prioritized needs.
- Excellent interpersonal communication and public relations skills to meet people courteously and to work with all ages and socioeconomic groups.
- A strong service orientation or desire to meet people's needs, handle challenging situations and provide customer service, and promote teamwork within the Company and community.
- High degree of professionalism, integrity, and humility.
- Demonstrated capacity for self-reflection.
- Demonstrate good judgment and professionalism in dealing with pressures and meeting deadlines.
- Ability to listen, take directions, and communicate effectively in American English both verbally and in writing.
- Ability to maintain confidentiality with all business matters.
- Ability to attend to detail and follow directions with thoroughness and accuracy.
- Ability to take direction from Supervisors.
- Ability to handle special projects and ad hoc requests as needed.
- Ability to meet internal and external deadlines.
- Self-motivation to take assignments and carry them through from initial stages to completion.
- Demonstrated ability in business communications, including proper business English usage, composition, punctuation, and spelling.
- Strong technology skills including Microsoft Office 365, e-mail, social media platforms, telephone skills, and other related office systems.
- Experience using basic math skills.
- Flexibility and a willingness to attend and receive additional training to improve.
- Has respect for the opinions of others and behaves in such a way as to ensure an atmosphere of respect and trust.

Physical Requirements

- Ability to sit in meetings for long periods of time.
- Ability to move and arrange boxes of files ("banker boxes").
- Ability to work effectively using a personal computer for long periods of time.
- Availability to travel and has reliable transportation.
- Occasionally lift roughly 50 pounds.

Wage and Benefits

- **Wage**: \$17.00 to \$20.00 per hour (depending on qualifications and experience)
- **Benefits**: Health Insurance, Dental, Vision, Health Savings Account (depending on health plan selected by successful candidate), Life Insurance, Retirement Plan, etc.

To apply, please provide an application, cover letter, resume, and references to jobs@rivda.org by August 15, 2024. Contact Jeff McCurdy at (208) 732-5727 extension 3010 at extension 3005 with questions. For more information about our organization, please visit our website at www.rivda.org.

Region IV Development Association is an equal opportunity employer.
www.rivda.org