

## **Appalachian Partnership, Inc.**

### **EMPLOYMENT OPPORTUNITY**

**Job Title:** Office Administrator/Finance Assistant  
**Location:** Nelsonville, Ohio – with some travel, mostly in Appalachian Ohio  
**Experience:** 5+ years of relevant experience  
**Education:** Bachelor’s Degree strongly preferred  
**Reports To:** API President and CEO  
**Status/Salary:** Exempt/salaried position with competitive compensation based on qualifications  
**Deadline:** Applications accepted until May 11, 2020 or until position is filled, whichever is later

#### **Organization Overview:**

Appalachian Partnership Inc. (API) is a private, non-profit economic development organization that works to build the prosperity of the 32 Appalachian counties of Ohio. API has three subsidiaries, Ohio Southeast, which serves as the JobsOhio Network partner for 25 counties in Appalachian Ohio; Appalachian Growth Capital, LLC, a certified Community Development Financial Institution that provides financial counseling and loans to small businesses across Appalachian Ohio to help them grow, and Appalachian Wood Products, LLC, which supports the region’s important hardwood forest and wood products manufacturing sector.

API uses a collaborative, networked approach, connecting the region’s many business, community and economic development leaders and programs to help achieve more together to advance regional prosperity. Local leaders and programs are both tremendous assets and essential partners without whom API cannot fulfill its mission. API, with its subsidiaries, have built a team of highly skilled and experienced staff that understand that collaboration is not just the right thing to do, it is essential to their individual and our organizational success.

#### **Job Description:**

API is seeking a mature, experienced, highly-organized and effective administrator and communicator to work with senior management to support the work of the organization, senior management, the board of directors and various committees and working groups. The individual will organize and support API’s day to day administrative operations. She or he will research, recommend and implement solutions for administrative challenges, assist in formulation of administrative policies and perform many day-to-day administrative activities including managing API’s human resource system, invoicing customers and coordinating the centralized back-office services that support API and its subsidiaries’ programs. The Office Administrator will also assist senior managers by organizing meetings, managing meeting and travel schedules and responding to inquiries and correspondence and support the board of directors by organizing meetings, taking minutes, etc. As API continues to grow and develop, this position will grow and develop with it, with additional duties to be determined over time.

The individual must have an attention for detail and a commitment to excellence in a dynamic environment. Because API is a growing organization, the work will be very fast paced as the organization adapts systems, procedures, relationships and contacts on a tight timeline. In addition, some meetings with the board, committees, businesses and community organizations must occur outside normal business hours, so the person hired must be able to accommodate a schedule that occasionally includes non-traditional hours. Given API’s small and efficient administrative staffing, the position will involve duties at a variety of levels. The person hired must be as comfortable with performing detailed administrative tasks as with interacting with a state official or company CEO.

**Duties include:**

- Serve as first line of contact for public and customer inquiries, respond to general and routine inquiries and route other inquires to appropriate staff
- Schedule and arrange meetings for senior management, the board of directors and committees and as well as other major organizational meetings as assigned, including taking and preparing minutes of official board and committee meetings
- Ensure that API's administrative functions are performed effectively and in a timely manner including but not limited to:
  - Maintain organizational records, including basic filing system, contracts, corporate minutes and personnel records
  - Assist Financial and Reporting Administrator in maintaining appropriate segregation of duties by preparing and submitting vouchers for payment of expenses
  - Administer human resources policies and benefits programs; track employee leave accumulation and use
- Research and recommend and implement solutions for administrative challenges and assist in formulation of administrative policies
- Other duties as assigned

**Position Specific Qualifications:**

- Bachelor's Degree is strongly preferred.
- A minimum of five years of highly-related experience required.
- Excellent English writing, grammar and proofreading skills required.
- Evidence of ability to communicate well and build relationships with people at all levels required.
- Demonstrated experience working in a highly-responsible administrative position required.
- Experience developing administrative policy and procedures is helpful.
- Excellent time management skills; ability to handle constantly changing work demands; proven ability to organize and prioritize multiple tasks simultaneously required.
- Experience in supervision and leadership of administrative personnel is a plus.
- Basic accounting and/or financial skills
- Experience and comfort working in a rural and/or Appalachian environment helpful.
- Computer proficiency with Microsoft Office applications required.
- Familiarity with QuickBooks Enterprise helpful.
- Ability to handle sensitive and confidential information with discretion required.
- Ability to travel within Appalachian Ohio up to 20% of work time required. Occasional overnight travel may be needed to accommodate meetings in distant parts of the region. Must have valid driver's license.
- Must have flexibility to work outside standard business hours.

**Method of Response:** Please submit a cover letter, resume and contact information for at least three relevant professional references to [cbrainard@appart.org](mailto:cbrainard@appart.org). Applications will be accepted until the position is filled.

**API is an Equal Opportunity Employer**