

Job Title: Administrative Assistant

Location: Northeast Louisiana

Position Type: Full Time/Part Time

Job Description:

The Administrative Assistant will provide comprehensive administrative support within a political subdivision in Northeast Louisiana. The ideal candidate will be highly organized, detail-oriented, and capable of managing multiple tasks simultaneously in a fast-paced environment. This role is crucial in ensuring the smooth operation of the office and supporting the economic development and planning initiatives.

Key Responsibilities:

1. Administrative Support:

- Perform general administrative duties including managing correspondence, scheduling and setting up for both in-person and digital format meetings.
- Prepare, edit, and distribute various documents, reports, and presentations.
- Manage calendars and schedule appointments for the executive committee and district director.
- Confirm attendance for critical meetings and communicate with leadership regarding stakeholder availability constraints

2. Office Management:

- Organize and maintain physical and electronic filing systems.
- Handle office logistics including the coordination of meetings, conferences, and events.
- Work in and serve as the primary point of contact for the District's physical office.

3. Communication:

- Draft and distribute communications on behalf of the executive committee and/or the district director.

4. Project Assistance:

- Support the collection and analysis of data related to economic development initiatives.
- Help monitor project timelines, ensuring deadlines are met.

- Maintain a master calendar for the District including major project milestones, deadlines, conferences, events, and key meetings requiring support and awareness from the executive committee, board of directors, and/or the district director
5. Financial Administration:
- Process invoices, expense reports, and purchase orders.
 - Assist the executive committee and/or district director with budget tracking and financial reporting.
 - Maintain accurate records of financial transactions.
 - Assist with correspondence with state agencies, grantors, financial institutions as required.
6. Research and Reporting:
- Compile information and assist in the preparation of reports and presentations for stakeholders and governing bodies.
7. Event Coordination:
- Assist in planning and coordinating events, workshops, and public meetings related to the work of the District
 - Handle logistics such as venue booking, catering, and material preparation.

Qualifications:

- Minimum of 3 years of experience in an administrative role, preferably within a governmental or economic development setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and office management software.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Strong attention to detail and problem-solving abilities.
- Ability to work independently and as part of a team.
- Willingness to travel within the District

Skills and Competencies:

- High level of professionalism and customer service orientation.

- Ability to prioritize tasks and manage multiple projects simultaneously.
- Familiarity with basic accounting and financial management principles.
- Knowledge of office management procedures and best practices.
- Strong interpersonal skills and the ability to work effectively with diverse groups of people.

Application Process:

Interested candidates should submit a cover letter, resume, and three professional references to chairman@darsd.org.

Equal Opportunity Employer:

The District is an equal opportunity employer and encourages applications from all qualified individuals. We celebrate diversity and are committed to creating an inclusive environment for all employees.