



Administrative Assistant

Description

Connecticut economic development organization seeks a full-time Administrative Assistant for its headquarters in Stamford.

About Us

For over 20 years, the Women's Business Development Council (WBDC) has been providing entrepreneurial training, financial education, and access to capital to women entrepreneurs. Headquartered in Stamford with regional offices in New Haven and New London Counties, WBDC has assisted in the creation of nearly 1,800 businesses, supported the sustainability and expansion of 3,800 established businesses, and created more than 4,900 jobs.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive and flexible working environment.

What We Seek

A team player comfortable in a critical support role, with a keen attention to detail, the ability to communicate professionally both externally and internally, and the ability to execute. This position's primary function is providing administrative support to the Program department, data input, and external communications, as well as providing administrative support to the organization overall. This position plays a critical role in the organization as the first point of contact for WBDC clients and stakeholders, and requires an individual who can represent WBDC in the most professional manner. He/she must be tenacious in follow-up and information gathering, and be comfortable with speaking to clients and stakeholders, including volunteers, executives, donors, and elected officials. This individual must be very organized, have the ability to multi-task, and possess a can-do attitude. This position provides an outstanding opportunity for the selected candidate to play a key role in the expansion of a reputable, growing non-profit. Based in WBDC's Stamford office, this position demands someone who is ready from day one to dive in, learn the ropes and take on responsibility. Salary range of \$35,000-\$40,000 (comparable to other small non-profits and will match level of experience). Future opportunities for growth within the organization exist.

Duties and Responsibilities

The Administrative Assistant will be responsible for providing administrative support to the Program department, and a variety of other administrative tasks. Responsibilities include:

Office Administration: Perform reception duties, including answering phones, distributing mail, and greeting guests. Manage office location, including monitoring and restocking supplies, and ensuring necessary technology and layout for team meetings.

Program Administration: Serve as an initial contact for clients regarding WBDC's programs and services, responding to their inquiries by phone or in-person. Assist with client registration process, including inputting information in the database, collecting paperwork, and providing details about the program once registration is complete. Prepare materials, including handouts, attendance sheet, and evaluations; compile program evaluation results; and complete filing. Assist with client follow-up process.

Program Marketing: Assist with program promotion - update and maintain website program pages, and develop flyers and email blasts.

Other: Assist with special projects, including Women-Owned Business Day. Represent and assist at WBDC programs and events as needed. Create and maintain press kits. Coordinate and schedule appointments and travel arrangements as needed. Other duties as assigned.

Qualifications

- Associate's Degree and/or 2+ years relevant office work experience
- Excellent organizational and communication skills
- Proficiency with Microsoft Word, PowerPoint, Excel and Outlook
- Ability to work independently with guidance from manager
- Availability to work occasional evenings and/or weekends as needed
- Must have own transportation as this position requires travel between locations

How We Operate

We are a small team of 16 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed, and can see the big picture while working in the day-to-day
- Demonstrate a sense of urgency in setting and meeting deadlines
- Are able to multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates that are familiar with this job posting and excited by this opportunity should email their cover letter, resume, and salary requirements to resumes@ctwbdc.org. Please list WBDC ADMINISTRATIVE ASSISTANT in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.