



**Job Title:** Administrative Assistant

**Job Description:**

The Advance Albany County Alliance, LDC, based in Albany, New York, is seeking a skilled Administrator to assist in managing and supporting the Alliance's various economic development entities and its broader mission to foster sustainable growth in Albany County. The Administrative Assistant's day-to-day responsibilities will remain fluid and changing, but generally ensures the various economic development organizations, their boards of directors, and the rest of the staff all have the resources and support needed to work efficiently. They will be expected to manage board activities, meetings, and annual filings on behalf of the Alliance and its related County economic development authorities/agencies.

The Administrative Assistant will report directly to the CEO of Advance Albany County Alliance and the Executive Assistant to the CEO. The ideal candidate will be responsible for scheduling and maintaining an active calendar of regular board meetings, preparing agendas, meeting packets, and assisting the CEO and Executive Assistant in their responsibilities. The ideal candidate is organized, energetic, and can stay on top of multiple tasks and deadlines at the same time. They should also be proficient in Microsoft Office 365 and have excellent communication skills. Candidates with experience working with other Economic Development Agencies or non-profit boards are encouraged to apply, however, work experience with a board of directors is not a requirement for consideration.

**Key Responsibilities:**

- Assists the CEO and Executive Assistant with daily administrative duties and completes a broad variety of administrative tasks that include:
  - Managing active calendars for multiple agencies
  - Assist with preparation for board meetings
  - Preparing annual disclosures and other required filings on behalf of the various boards and organizations
  - Administering, maintaining, and optimizing databases to ensure maximum performance, easy access to reporting statistics, current projects, and availability.
  - Post required documentation to website.
- Coordinates office activities and operations to ensure efficiency and compliance with company policies
- Manages agendas/travel arrangements/appointments etc., for senior management and the CEO
- Manages phone calls and correspondence (email, letters, packages, etc.)
- Supports budgeting and bookkeeping procedures
- Assists colleagues as necessary.



**Qualifications:**

- Proven experience as an office administrator, office assistant, or relevant role
- Outstanding communication and interpersonal skills
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting/bookkeeping principles
- Presents themselves in a professional manor and is comfortable interacting directly with senior leaders and elected officials
- Proficiency in Microsoft 365 and its suite of programs
- High school diploma; BSc/BA in office administration or relevant field is preferred

This position will work on various ongoing administrative tasks, office management assistance, and management of board activities, recordkeeping, and scheduling. The ideal candidate will bring a blend of technical knowledge, strategic thinking, and organizational skills.

**Salary and Benefits:** Salary range is \$50,000-\$60,000 commensurate with qualifications and experience. AACA has an excellent benefits package, including generous health, dental, leave, and 401K.

**Applications:** Please submit a resume and cover letter to Antionette Hedge, Executive Assistant to CEO at Advance Albany County Alliance at [ADukes-Hedge@advancealbanycounty.com](mailto:ADukes-Hedge@advancealbanycounty.com)

*Advance Albany County Alliance, LDC is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to providing employees with a work environment free of discrimination and harassment.*