

Office Assistant

Duration: Permanent
Work Location: Arlington, VA (Rosslyn metro) | Temporary/partial remote due to COVID
Posting Expiration Date: Until Filled – Application review begins December 1, 2021

Organization Overview: The Center for Regional Economic Competitiveness (CREC) is an independent, 501(c)3 not-for-profit organization based in Arlington, Virginia, founded to provide policymakers with the information needed to formulate and execute innovative, regional, job-creating economic development strategies. CREC provides research, technical assistance, and training to federal, state, and local policymakers as well as to national networks of professionals in related fields.

For the past 20 years, CREC has connected, trained, and supported thousands of professionals producing and utilizing data for decision making and has promoted innovations in the data available to guide economic development and talent development to foster regional competitiveness. Over the next five years, CREC will expand programming to ensure that partner organizations strategically address gaps that limit future-oriented, evidence-based policy and program development at the state and local level.

Position Summary: Association Administrative Assistant will serve as the primary "face of the office" by answering phone calls, emails, and greeting in-person visitors and by creating a welcoming environment. A cheerful personality and a commitment to customer service are both vital to success for this position. Reporting to the communications and events manager, they will provide administrative and scheduling support to senior staff, assist the event manager in providing meeting logistics support, and ensure the staff have adequate supplies and administrative support.

- Capabilities & Responsibilities:**
- Direct general inquiries to appropriate staff
 - Facilitate contact with building management to ensure facilities are well-maintained (i.e., handling maintenance and service requests)
 - Maintain stock of office supplies and related needs
 - Provide scheduling support for meetings for staff
 - Manage staff travel arrangements and communicating details
 - Coordinate calendars and manage in-person meeting details
 - Coordinate board, committee, and project meetings in support of associations and program staff
 - Create and edit standardized documents/contracts in Word, PowerPoint, Excel, and PDF for review by staff
 - Retrieve, sort, and document mail received
 - Respond to claims and subscription requests for products
 - Assist with database management, customer requests, customer reconciliations, and making follow-up calls for outstanding payments
 - Demonstrate both an ability to juggle multiple tasks as well as highly effective time and project management skills
 - Provide other support as needed to staff in a cheerful and enthusiastic manner
 - Must have permission to work in the U.S.

**Preferred Skills
& Experience:**

- Have a Bachelor's degree in related field or an associate's degree and at least 3 years of administrative experience
- Be experienced with Microsoft Suite (Word, Outlook, and Excel) and Adobe PDF
- Have excellent written and verbal communication skills
- Maintain the ability to consistently follow-up with others as needed
- Permission to work in the U.S. is required
- Preference will be given to bilingual, Spanish-speaking candidates
- Highly effective time and project management skills, with the ability to organize, prioritize, coordinate, and implement multiple projects

Our Benefits: For full-time regular employees, CREC provides medical, dental, and vision insurance and a Health Savings Account, paid Federal Holidays, Paid Time Off Leave accrual, contributions to a company 401k Retirement Savings Plan, plus special leave for the end-of-year holiday season.

Application Requirements: Send a resume and cover letter to **sam@crec.net**. Your cover letter should explain why you are interested in working with CREC and what attracts you to CREC's mission and work. If we invite you to interview, please be prepared to provide references.