



POSITION DESCRIPTION

Class Title: Administrative Specialist

Organization: Downtown Wytheville Incorporated

Date: revised June 2017

GENERAL PURPOSE

Serves as administrative support and project coordinator for the Executive Director and committee chairs of Downtown Wytheville Incorporated. DTW, a non-profit organization formed in January of 2014 is comprised of dedicated community volunteers who work in partnership with the Town of Wytheville and other vested individuals and organizations to continue the mission to strengthen and revitalize the heart of our community.

SUPERVISION RECEIVED

Works under the direct supervision of the Executive Director of Downtown Wytheville Incorporated.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Administrative Specialist will provide administrative and project support to the Executive Director and committee chairs for the organizations daily operations and various programs and projects including special events, marketing, outreach and economic incentive programs. The Administrative Specialist will perform skilled administrative tasks that require proficiency with specific computer programs including but not limited to website and internet applications. The Administrative Specialist must possess excellent organizational and strong self-motivational skills; manage time effectively and possess excellent written and verbal communication skills. The Administrative Specialist position will require some evening and weekend hours. The Executive Director is responsible for setting the work schedule. The maximum hours for this position will generally not exceed 40 hours per week.

PERIPHERAL DUTIES

- Perform clerical support duties; greet visitors, answer phones, take messages, send and answer e-mails. Maintain office files. Word process and distribute related correspondence.
- Maintain events and appointments calendar for the Executive Director utilizing MS Outlook.
- Maintain and organize current and historical corporate, program and project documents.
- Prepare proof and finalize various documents, including reports, newsletters, grant and award applications, press releases and presentations.
- Work with Executive Director and Treasurer to code invoices to appropriate projects or event budgets. Communicate with Treasurer regularly to ensure timely banking activity.
- Create event flyers and other marketing materials as needed utilizing MS Publisher, MS Paint and Adobe Photoshop.

- Maintain and update the organizations website including but now limited to calendar of events, business information, and board members information utilizing WordPress.
- Maintain database files containing board members, committee members, stakeholders, volunteers and press contacts utilizing MS excel.
- Maintain mailing lists. Prepare and distribute correspondence utilizing MS Office Mail Merge. Distribute electronic newsletters and various communications Utilizing Mail Chimp
- Develop and follow social media outreach and managements plan utilizing various platforms such as Facebook, Twitter and Instagram.
- Provide committee support through scheduling meeting space, preparing, gathering and distribution of meeting materials. Transcribe accurate committee meeting minutes and maintain archived meeting documents.
- Collaborate with committee chairs regarding ongoing project needs.
- Track volunteer hours for documenting in annual impact report.
- Collect program evaluation information for use in annual impact and improvement Track incoming donations and sponsorships. Prepare thank you letters and e-mails ensuring appropriate documentation and recognition in accordance with DTW reporting requirements.
- Oversight of downtown banner activity. Process banner permit applications, maintain banner calendar and communicate with public works personnel to coordinate installation and removal.
- Prepare New Business and Business Recruitment packets per the Executive Director.
- Perform general office cleaning and upkeep as needed.
- Perform other duties assigned by the Executive Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent required. Graduation from an accredited two or four-year College preferred. Experience with computers, Adobe Creative Cloud software and administrative support preferred. Any equivalent combination and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and verbal communication skills to enable interface with city officials, board members, merchants, members, and volunteers
- Process oriented, problem solving and analytical thinking.
- Excellent word processing and proofreading skills.
- Ability to perform complex duties displaying independent judgment, initiative, and creativity.
- Willingness to work at and around promotional events.
- Interest or background in promotions, marketing, or communications
- Ability to prioritize and multi-task in high demand situation.
- Energetic and enthusiastic
- Great sense of humor

SPECIAL REQUIREMENTS

- Position requires expertise with the Microsoft Office Suite of programs, including Word, Outlook, Publisher, Excel and Power Point.
- The Project Coordinator represents DTW on behalf of the Executive Director and Board of Directors in a variety of public and professional settings including interactions with local officials. Therefore a professional demeanor and previous administrative and executive support experience is preferred.
- Possess a valid driver's license or have the ability to obtain one.

TOOLS AND EQUIPMENT USED

Telephone system, personal computer, copy machine, postage machine, fax machine, digital camera, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to finger, handle, or feel objects, tools or controls, and to reach with hands and arms.

The employee must be able to walk up and down steps, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary Range: Based on qualifications and experience (\$10.00-\$13.00 per hour). The maximum hours for this position will generally not exceed 40 hours per week and may include occasional evening and weekend hours. Applications packages are available at www.downtownwytheville.org Submit applications and resumes to exedir@downtownwytheville.org or Downtown Wytheville Incorporated, 180 West main Street, STE B, Wytheville, VA 24382. Applications will be received until position is filled.
EOE

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: Immediate

Revision History: December 2016
June 2017