



Executive Administrative Assistant Opportunity for Growing Organization

Headquartered in Malta, New York, the Saratoga County Prosperity Partnership is the first point of contact for economic development and innovation in Saratoga County, New York, with the goal of promoting job creation and economic growth. The Saratoga Partnership is funded and tasked by Saratoga County to identify opportunities and convene public-private solutions. The Saratoga Partnership is the go-to resource for businesses looking grow or locate in the region.

The Executive Administrative Assistant works closely with the President, the Saratoga Partnership team and the Board of Directors to ensure that the organization runs effectively and efficiently. Specifically, the Executive Administrative Assistant is responsible for assisting the President and team members with daily operations, coordination of schedules, and communication to the Board of Directors and the community. The Office Manager / Executive Assistant also participates in a supportive function to all areas of the Saratoga Partnership organizational mission.

Responsibilities include but are not limited to:

- Coordinate executive communications, including taking calls, responding to emails and interfacing with the community, clients and the Board of Directors, with a high degree of accuracy and professionalism.
- Assist the President and Saratoga Partnership team to coordinate schedules.
- Provide administrative support to the Partnership Team.
- Prepare internal and external documents for team members and partners.
- Schedule meetings and appointments.
- Plan and coordinate events, dinners, meetings and other activities taking place onsite and offsite.
- Maintain an organized filing system of paper and electronic documents.
- Uphold a strict level of confidentiality.
- Develop and sustain a high level of professionalism among staff and clientele.
- Use independent judgment to organize, prepare and edit correspondence.
- Research and conduct follow-up activities and special requests.
- Assisting with the coordination of project implementation activities related to all aspects of the development process.
- Related tasks as assigned.

Knowledge and Abilities:

- A minimum of three years' experience in a business environment performing similar functions, including but not limited to Board of Directors and Executive Relations.

- A minimum of four-year degree from an accredited institution of higher education in marketing, communication, English, business the social sciences or related field is highly desired. Two-year degree is a minimum. Valid and progressive experience can substitute for a four-year degree.
- Detail-oriented with project management skills (organizing, developing, follow-through and timeliness of projects) to achieve goals.
- Ability to work in a high-energy, collaborative team environment.
- Strong computer skills including Microsoft office suite, WordPress, and familiarity with Customer Relationship Management (CRM) databases.
- Familiarity with social media platforms including LinkedIn, twitter, Facebook, etc.
- High degree of self-discipline and initiative – self-starter.
- Track record of exercising sound judgment regarding confidential matters and holding a high regard for ethical behavior.
- Strong independent reasoning and problem-solving skills, in addition to being detail-oriented and extremely organized.
- Proactive thinker who is willing to suggest new ways to contribute and move the Saratoga Partnership’s mission forward, while maintaining a professional and positive attitude.
- Excellent verbal and written communication skills.
- Strong interpersonal and development skills.

Compensation & Benefits:

- Compensation based on experience
- Health insurance
- IRA Contribution
- Vacation.

If this sounds like the job for you, please send a cover letter outlining your salary requirements and how you best meet the needs of the job and the Partnership, as well as your resume’ to:

Careers@SaratogaPartnership.org

Equal Opportunity Employer

All Qualified Candidates Are Encouraged to Apply

www.SaratogaPartnership.org

Please include “Executive Administrative Assistant Application” in the subject line of your email.

Disclaimer: The Saratoga County Prosperity Partnership does not accept unsolicited assistance from search firms / employment agencies / third-party recruiters for any of its employment opportunities. Please, no phone calls or emails to any employee or any Board Member of the Saratoga County Prosperity Partnership about this opening. All resumes submitted by search firms / employment agencies / third-party recruiters to any employee at the Saratoga County Prosperity Partnership via-email, the Internet or in any form and/or method without a valid written search firm agreement in place for this position will be deemed the sole property of the Saratoga County Prosperity Partnership; no fee will be paid in the event a candidate is hired by the Saratoga County Prosperity Partnership as a result of the unsolicited referral or through other means.