



## Position Description **Administrative & Planning Assistant**

The Northwest Hills Council of Governments, a service coordinating and regional planning organization serving 21 municipalities, is seeking a motivated, responsible, energetic individual for the position of Administrative & Planning Assistant.

### **Description of Responsibilities**

This position will assist the Office Manager with daily office operations including bookkeeping, payroll, record keeping and operations, assist the Community & Economic Development Director with coordinating outreach and data collection on planning projects, and assist the Executive Director with service coordination projects. Duties will include, but are not limited to, the following activities:

- Assists with payroll and financial bookkeeping
- Prepares quarterly financial and equal employment opportunity reports
- Assists Office Manager with maintaining financial records in preparation for annual audit
- Administers the regional Fuel Bank and Prescription Assistance programs
- Coordinates meeting events and supplies as needed
- Provides staff support to Executive Director and Community & Economic Development Director
- Collects and summarizes demographic, economic, and land use data and information to be used in the development, update, and implementation of regional and local Plans of Conservation & Development

### **Qualifications**

A successful candidate for the position will demonstrate the following knowledge, skills, and abilities:

- Excellent interface skills with staff and member towns
- Ability to work independently
- Fluency in Microsoft Word and Excel
- Two or more years experience providing staff support in an office environment preferred.
- Associates degree in financial management required or Bachelor's degree in a land use planning related field including geography, community, or economic development.
- Experience using QuickBooks and/or Geographic Information Systems (GIS) or mapping software would be a plus.

### **Application Process**

Applicants must supply a cover letter and full resume including relevant experience, education, and the names and contact information for three references that have knowledge of their professional qualifications for this position.

### **Work Environment and Compensation**

The NHCOC office is located in the center of Goshen. The salary range for the position is \$35,000 - \$40,000 per year for a 30-hour work week. Medical and other employee benefits are offered.

Please send application to the attention of Rick Lynn, Executive Director, via email at [rlynn@northwesthillscog.org](mailto:rlynn@northwesthillscog.org) by **March 25, 2015**. The NHCOC is an Affirmative Action Equal Opportunity Employer.