

Job Title: Office Assistant

Reports To: Keith County Area Development Executive Director

Status: Non-Exempt, Full-Time

Updated: January 2022

SALARY:

Competitive salary and benefits based on experience. Excellent potential for professional growth.

JOB DESCRIPTION:

Keith County Area Development (KCAD) is seeking an experienced professional for the position of Office Assistant. The ideal candidate will have experience in office administration, bookkeeping, customer service, and possess a proactive attitude, drive, and enthusiasm to help the organization meet identified goals and objectives. The Office Assistant reports directly to the Keith County Area Development Executive Director, with support from the Keith County Area Development Board of Directors.

This position is located in Ogallala, Nebraska, which is in southwest Nebraska along Interstate 80. Keith County is home to Lake McConaughy, the largest reservoir in Nebraska. White sandy beaches, fishing, and water sports attract over 1,900,000 visitors to the area each year, making it one of the top two tourist destinations in the state. County population is approximately 8,000, and the county seat of Ogallala has a population of 4,600. The area is experiencing strong economic growth, low unemployment, and excellent community development momentum. Production agriculture, regional trade and services (e.g. health and wellness services), recreational tourism, and transportation corridor services are the primary economic drivers.

DUTIES AND RESPONSIBILITIES:

- Perform a wide range of administrative and office support tasks to facilitate the efficient operation of the organization, including but not limited to:
 - Bookkeeping for the organization, the preparation of invoices, reports, memos, letters, financial statements and other documents
 - Maintaining filing systems and online databases required for projects and programs
 - Assisting with data collection and research for economic development projects
- Builds and maintains good working relationships with strategic partners in the community.
- Must be responsible, professional, confidential and a customer service-oriented person.

DESIRED EDUCATION, SKILLS AND/OR EXPERIENCE:

- Post-secondary educational degree preferred; equivalent combination of education and experience will be considered.
- Experience with QuickBooks and Microsoft Office programs required.
- Experience in economic development or community development preferred, but not required.
- Strong desire and willingness to learn new skills and creatively solve problems.

OTHER REQUIREMENTS:

- Attends relevant City, County, and Community meetings occasionally as necessary.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At the KCAD Board's discretion, the employee may be assigned different and/or additional duties or responsibilities. KCAD is an equal opportunity employer.

HOW TO APPLY:

Email resume with cover letter to info@kcad.org – note **Hiring Committee** in the subject line.

OR

Mail to:

KCAD

P.O. Box 418

Ogallala, NE 69153