

The Corporation for Economic Development is currently seeking a part-time-per diem Administrative Secretary to assist both the Corporation, and Economic Development Director with their operation. The selected candidate will be responsible for processing applications, managing press releases and other correspondence, and maintaining an organized filing system for all files. Qualified applicants should send a cover letter, resume, and 3 professional references to: Karen Pollard, Economic Development Director, kpollard@newmilford.org or 10 Main Street, New Milford, CT. 06776.

TOWN OF NEW MILFORD
Corporation for Economic Development
JOB DESCRIPTION

Part Time/Per Diem
Administrative Secretary

General Statement of Duties: Performs secretarial and recording duties for The Corporation for New Milford Economic Development (CNMED).

Supervision Received: Works under the direction of the Town's Economic Development Director and the CNMED Board of Directors.

General Duties:

- Process applications for the Town's Sewer Connection Fee Incentive Program.
- Process applications for CNMED's Loan & Grant Program
- Process applications for CNMED'S Façade Grant Program
- Attends Board or Commission meetings and takes, transcribes and distributes minutes of meetings.
- Prepares and distributes packets for meetings as requested.
- Prepares and manages press releases.
- Conduct annual follow up for programs, with program recipients.
- Maintains the monthly report of activity for the Board
- Maintains files of all paperwork and follows state retention guidelines
- Perform internet based research as requested.
- Performs other duties as requested.

Knowledge, Skills, and Abilities:

- Demonstrated ability to prioritize projects while effectively managing numerous projects.
- Demonstrated ability to work independently with direction from multiple board members.
- Demonstrated ability to effectively communicate both in person and in writing with political leaders, board members, senior executives, and the public.
- Demonstrated computer proficiency with expertise in Microsoft Word and Excel, with a strong understanding of computer basics and internet research.