

TEMPORARY POSITION - OFFICE & COMMUNICATIONS MANAGER

POSITION PARAMETERS:

The Office & Communications Manager is responsible for maintaining the general administrative order of the Bismarck-Mandan Development Association (BMDA) office and certain aspects of the organization's communications. These duties include: bookkeeping, billing correspondence, organizational communications, marketing and social media assistance, website maintenance, event planning, data base management and general administrative maintenance of the BMDA Office.

RESPONSIBILITIES

- Maintain general administrative order within the BMDA office: file and office equipment maintenance, answering of the telephone, management of the daily mail and any other activities essential to the daily activities of the BMDA.
- General bookkeeping: coding of the accounts payables, daily bank deposits, coordination of payroll services with a third-party provider, maintenance of employee PTO records and any other duties essential to the office bookkeeping and record keeping.
- Maintain investor accounts including dues billing and collections.
- Arrange for BMDA meetings and activities and serve as recording secretary for meetings as necessary including the preparation and maintenance of all meeting minutes.
- Maintenance of various contracts and agreements which the BMDA may have with outside groups including: the maintenance of all related records, financial draws, reimbursement requests, billing and payments.
- Communications functions: distribution of weekly and monthly newsletters, maintenance of the BMDA website, assistance with the BMDA's social media accounts and the facilitation of online surveys.
- Arrange for the BMDA's participation in trade shows, conferences and other events.
- Work with third-party information technology (IT) service provider to maintain the office computer system and address IT-related issues within the BMDA office.
- Provide staff support to the other BMDA staff on BMDA projects, as needed.
- Other duties as assigned by the President / CEO in accordance with the mission of the BMDA.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal, written, electronic and interpersonal communication skills in order to communicate with a variety of people in a variety of methods.
- Knowledge of computers and various software applications which will enhance the employee's ability to complete the tasks assigned, including the Microsoft Office Suite and Quick Books. Prefer experience with online programs such as SurveyMonkey and MailChimp or Constant Contact.

- The ability to work in a team environment along with: strong organizational skills, problem-solving and critical thinking abilities, attention to detail and the ability to effectively plan, organize workload and schedule time to meet deadlines and demands of the position.

DESIRED EDUCATION AND EXPERIENCE:

Associate degree with coursework in business, communications, accounting or related field. Other combinations of education and experience that provide the abilities required to perform the position will also be considered.

WORK ENVIRONMENT

- The temporary Office & Communications Manager position is full-time and typically works 40 hours per week.
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- The assignment is anticipated to last up to six (6) months to end by July 1, 2018.
- The BMDA's office hours are 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM, Monday through Friday. However, since this is considered a professional and salaried position, it is expected the employee will work the hours necessary to complete any work assignments.
- BMDA staff members are expected to: maintain an appropriate professional appearance, attitude and behavior at all times along with a positive working relationship with all BMDA Staff, BMDA Investors, BMDA Board of Directors, City and County Commissions and the public
- The Office & Communications Manager serves at the will of the President / CEO.

SALARY

\$20 per hour

HOW TO APPLY

Submit cover letter, resume, and three references via email to info@bmda.org or via mail to BMDA, 400 East Broadway Ave, Bismarck ND 58501 no later than December 29, 2017.

ABOUT BMDA

Founded in 1980, the Bismarck-Mandan Development Association (BMDA) is a membership-based, not-for-profit economic development organization dedicated to expanding the economic base of Bismarck, Mandan, Burleigh and Morton Counties. The organization's primary efforts include: entrepreneurial development, business retention and expansion, new business attraction, workforce development and talent attraction.

