

Job Description: Programs Administrative Assistant

Employee Status: Part-time

Location: Plymouth, NH

Grafton Regional Development Corporation (GRDC) is a nonprofit organization serving the economic development of Grafton County.

GRDC seeks an experienced, independent part-time (20 hours/week) Programs and Administrative Assistant to help enhance GRDC's marketing efforts, programming initiatives, and support administrative functions.

Based in Plymouth, NH, this position allows for in-person and remote work, with some travel required.

Position Summary

Marketing: The marketing department is responsible for crafting all outgoing communications through social media, email campaigns, print ads and brochures, and press releases. The assistant will work with the Programs Manager to:

- Assist in creating and implementing social media, email, and print marketing monthly schedules.
- Help source content for social media and email campaigns
- Proof outgoing communications
- Create website, social media, and email graphics using Canva or Photoshop
- Analytics
- Regularly examine GRDC's marketing efforts and make recommendations to increase engagement.

Programming: Working with the Programs Manager, this position will aid in structuring and implementing GRDC's educational, skills-based, and networking virtual and in-person programming.

Building Management: In a support manner, the assistant will be cross trained to provide backup assistance for the Programs Manager to ensure adequate coverage for the Enterprise Center and its tenants.

Administrative: The Programs and Administrative Assistant will work with the C.E.O. and Programs Manager to provide administrative support as needed for scheduling, grant management, filing, and general office assistance.

Other duties as assigned.

Preferred Skills and Qualifications

- Associate or bachelor's degree preferred or relevant work experience.
- Proficiency with Microsoft Office Suite, including M.S. Word, Excel, and PowerPoint
- Preferred prior experience in: Constant Contact, Eventbrite, Facebook, LinkedIn, Instagram, WordPress, and Canva

- Ability to meet deadlines while working independently