

Moultrie-Colquitt County Development Authority
Job Description

Job Title: Administrative Coordinator

Reports To: MCCDA President

Schedule: Up to 30 hours a week

VALUES: Passion for Moultrie/Colquitt County; energetic and committed work ethic; willingness to change and adapt work to meet the needs of the MCCDA. Candidate must be trustworthy, honest, and dependable.

SUMMARY: The Administrative Coordinator reports directly to the President of MCCDA and plays a key role in assisting both the President and Board members. The role includes providing essential office support such as managing records and files, supporting marketing efforts, compiling data for reports and projects, and helping maintain websites and materials. Strong organizational and communication skills, computer proficiency, and the ability to manage a variety of tasks in a public-facing environment are important for success in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide excellent customer service for phone, mail, digital, and visitor inquiries
- Schedule meetings, assemble agenda packets and transcribe minutes of meetings for MCCDA
- Draft, edit, format, and proof letters
- Coordinate schedules and appointments
- Maintain security, integrity, and confidentiality of data
- Assist in overseeing daily banking and bookkeeping activities
- Attends meetings as required
- Performs other duties as assigned
- Assists in maintaining the Economic Development Authority's website and social media

KNOWLEDGE, ABILITY, AND SKILLS

To perform the role successfully, an individual must be able to perform each essential duty to a level of confidence. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with others, including staff members and the general public
- Ability to keep accurate and detailed records
- Excellent written and oral communication skills
- Maintain a professional appearance

EDUCATION and/or EXPERIENCE: Associate's degree with coursework in business administration, marketing, or related field and two (2) to five (5) years of related experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

If you would like to be considered for this position, please email your resume to ajohnson@selectmoultrie.com.

