

OFFICE MANAGER

Location: Boone EDC | **Type:** Part-Time (20 hours/week) | **Compensation:** Up to \$20/hour **Reports To:** Chief Executive Officer (CEO)

JOB SUMMARY

The Boone EDC is seeking a highly organized and proactive Office Manager to support the daily operations of Boone EDC. The Office Manager will ensure smooth administrative processes and serve as a central point of coordination for internal staff and external stakeholders. This role is essential in helping us fulfill our mission of fostering economic growth, supporting local businesses, and attracting new investment to the community.

KEY RESPONSIBILITIES

- Oversee and support all administrative functions and ensure office operations align with the goals of Boone EDC
- Serve as the primary point of contact for office communications and ensure professional interaction with government officials, business leaders, and community partners
- Manage office supplies, equipment, and vendor relationships, keeping operations cost-effective and efficient
- Coordinate meetings, conference room bookings, site visits, and events with stakeholders, investors, and partner organizations
- Support the CEO and team with scheduling, calendar management, travel arrangements, and document preparation
- Maintain and update records related to grants, contracts, and compliance documentation
- Assist with the preparation of board meeting materials and take meeting minutes as needed
- Help coordinate reporting for economic development initiatives, performance metrics, and funding programs
- Tracks receipts, PTO requests and assistance with basic bookkeeping
- Contribute to maintaining a positive and mission-driven office culture
- Other duties as assigned.

BOONE EDC

QUALIFICATIONS

- Proven experience in office management, administrative support, or operations, ideally in a nonprofit, public sector, or mission-driven organization
- Strong organizational skills and attention to detail, especially when managing compliance and reporting documentation
- Proficiency in Microsoft Office Suite and familiarity with tools such as QuickBooks Online, HubSpot CRM, or grant management software a plus
- Excellent verbal and written communication skills, with the ability to interact professionally with a diverse range of stakeholders
- Ability to manage multiple priorities in a dynamic environment
- A high school diploma or equivalent is required; associate or bachelor's degree in business administration, nonprofit management, or a related field is preferred

PREFERRED EXPERIENCE

- Familiarity with the goals and operations of an economic development organization
- Experience supporting programs related to small business development, real estate, workforce initiatives, or public-private partnerships
- Knowledge of grant compliance and reporting processes

HOW TO APPLY

Please send your resume and cover letter via email to Jennifer Rubenstein - jennifer@betterinboone.org. We will be accepting applications until June 20, 2025.