

# Now Hiring!

## **Bainbridge Development Corporation** Job Title: **Executive Assistant**

The primary purpose of this position is to assist the Executive Director of the Bainbridge Development Corporation (BDC)

Essential Duties and Responsibilities include the following, but are not limited to:

- Assist with procurement by advertising procurement opportunities, distributing necessary documentation to contractors, receiving, and securing bids or proposal, analyzing and providing recommendations on proposals
- Perform research, data collection and analysis on potential projects;
- Investigate financial and technical assistance opportunities;
- Assist with property management by investigating site conditions, coordinating site improvements, tracking and implementing inspection repairs, coordinating with local law enforcement to secure premises and/or attend required court appointments in response to trespassing occurrences; coordinating potential development prospects and/or community groups; coordinate contractor schedules;
- Maintain corporate website, maintain public documents and publicize activities of the Corporation (BDC uses WIX);
- Create marketing materials, presentations, charts, briefings, and other documentation as directed for various levels of stakeholders (Community, Local, Congressional, etc.);
- Coordinate meetings: poll availability, invite attendees, prepare agendas and meeting materials, publicize public meetings, keep meeting minutes, track and report on action items;
- Handle community inquiries;
- Represent BDC as directed at public hearings, meetings, and community events;
- Perform general administrative duties including answering phones, opening mail, responding to inquiries, post relevant news, maintain corporate contacts and management of office; and
- Have transportation available for local travel demands.

**Part Time Position: 10-20 hours per week (flexibility in determining schedule)**

**Pay Rate: \$15-\$18/hour**

**Performance bonuses available (based on yearly evaluation)**

**Location: In-office (Port Deposit) and remote**

**Requirements: Associates Degree (business preferred); Experience with Microsoft Word/Excel/Outlook/PowerPoint; Adobe; WIX**

**Interested applicants should submit their resume and cover letter to:**

Toni Sprenkle, Executive Director, Bainbridge Development Corporation  
tsprenkle@bainbridgedev.org

Deadline for submission: September 24, 2021, 5:00PM EST