



North County Incorporated, Regional Development Association Executive Assistant Job Posting

Position Title: Executive Assistant
Location: St. Louis, MO
Duration: Full-time
Compensation: \$32,000-\$36,000 with benefits

Small not-for-profit office seeking a dedicated person that aspires to be part of a productive team of people who are committed to advancing the quality of life for North County residents and the stabilization of the community's business climate.

Company Background

NCI is an economic and community development advocacy organization serving the North County community since 1977. NCI builds collaboratives to work on quality-of-life influencers impacting the residential and business climate of the community. NCI focuses on education, economic development and workforce, healthcare, and transportation matters to advance equitable investment into our community.

Position Summary

Executive Assistant will assist the President in taking responsibility for all daily office operations including but not limited to answering phones, managing databases, electronic and non-electronic filing systems, account payables and receivables, assisting with membership, fundraising, event coordination, correspondence, scheduling of meetings and maintaining President schedule, order and track office supplies, and other clerical duties. You will learn and utilize new technologies and office products necessary for efficient office management. Other tasks deemed appropriate by President.

Required Qualities

- 3+ years of executive assistant or related experience.
- Flexible availability Monday-Friday.
- Excellent communication, writing, grammar, problem-solving, and multi-tasking skills.
- Proficient with Microsoft Office software including Outlook, Word, Excel, Access D-Base, PowerPoint, and Publisher.
- Current driver's license, car insurance, and reliable transportation.

Preferred Qualities

- College education in business, communications, or a related field.
- Experience with Canva and MailChimp (or a related email marketing software).
- QuickBooks and basic accounting skills.

Business attire is always required.

Submit a cover letter and resume to rzoll@northcountyinc.com.