



Job Description

Title: Administrative Specialist

Reports to: Vice President of Strategy

Position Type: Full-time

Summary: BE NKY Growth Partnership, the economic development company for Northern Kentucky, provides businesses with the expertise they need to build opportunity in Boone, Kenton, and Campbell Counties. Through our business attraction and retention efforts, we seek to create opportunity and prosperity for all Northern Kentuckians. This position contributes to that mission by increasing our efficiency and effectiveness through providing administrative support to the Vice President of Strategy and the Vice President of Economic Development.

It is envisioned that this position will split their time evenly in support of each Vice President, with the understanding that the needs will vary on any given week. Open communication and direction will be provided to balance priorities, explain tasks, and clearly communicate deadlines. This position will also work closely with BE NKY's Administrative Project Manager to ensure consistency across the organization.

Essential Functions and Duties

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Manage calendars, including scheduling meetings, reserving meeting rooms, and blocking time to work on specific projects.
2. Manage email in-boxes, including clearing spam, highlighting important items, drafting replies, and ensuring that timely responses are sent.
3. Assist with meeting preparation, including preparing agendas, researching attendees, formatting presentations, and printing handouts.
4. Perform light data entry into Salesforce and Outlook. This may include contacts, speaking engagements, and campaigns/ mailing lists.
5. Collect receipts and prepare expense reports for review and signature.
6. Provide other support as needed, including travel and meal reservations, catering orders, and work-related errands.
7. Represent BE NKY at community events and Board/Investor meetings.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time, with or without notice.

Knowledge, Skills, and Abilities

1. Diplomatic, tactful, flexible, resourceful, dependable, well-organized, and professional.
2. Ability to work effectively with multiple complex tasks and balance and prioritize multiple requests.
3. Display a high level of attention to detail and accuracy.
4. Ability to communicate in a professional manner, both in writing and speaking.
5. Ability to work with diverse groups of people and understand the importance of cultural competency in these interactions.

Qualifications

1. Degree or certification in administrative assistance, business, or a related subject and/or direct experience as an administrative assistant in a professional office environment.
2. Must have excellent written communication, oral communication, and interpersonal skills.
3. Must have strong organization skills and attention to detail.
4. Must be a self-starter, motivated, and results oriented.
5. Professionalism, collaboration, and confidentiality are expected.
6. Must have the ability to travel locally as required. Working evenings may occasionally be required for specific events or projects.

Resume Submission

Please submit your resume and salary requirements to Rachelle Creager, via email at rcreager@be-nky.com. This job posting will close once the position is filled.

About BE NKY

Our Why: Opportunity and prosperity for all Northern Kentuckians
Our Just Cause: To serve Northern Kentucky so that our community prosper through the creation of good jobs.

BE NKY has a collaborative, supportive, and fun work environment. We offer health, dental, and vision insurance, 401k match, paid time off (PTO), parental leave, and an annual wellness stipend. The office is our primary work location, however we operate in a hybrid environment, with flexibility to work from home as your schedule allows.

**BE-NKY provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, BE-NKY complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. BE-NKY expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of BE NKYs employees to perform their job duties may result in discipline up to and including discharge.*