

Executive Assistant

Seymour Main Street is seeking to hire an Executive Assistant who will report and work with the Executive Director. Work hours will be a minimum of 30 hours per week with hourly pay depending on experience.

Responsibilities

Receptionist

- Welcoming guests and visitors
- Answering telephone calls
- Monitor and respond to voicemails
- Sort and organize mail
- Schedule appointments and meetings
- Emailing board members and committee members
- Meeting preparation

Social Media Coordinator

- Create and schedule social media posts
- Create and send e-mail blasts
- Basic updating of website

Database Organizer

- Maintain a contact database, which includes businesses and volunteers

Qualifications

- High School graduate/GED/Business Associate Degree
- Office or Not-For-Profit experience preferred
- Excellent written and oral communication skills
- Strong organizational skills
- Be able to multi-task
- Good time management/be able to meet deadlines
- Strong level of proficiency in Microsoft Office
- Basic knowledge of social media and website navigation preferred
- Must be able to attend and help executive director at events, as needed

**Interested applicants please submit a resume and cover letter to
bri@seymourmainstreet.org**