



POSITION DESCRIPTION

Administrative Support Specialist

Reports To:		Human Resources and Administration Manager	
Directly Supervises:		0	
Division	Department	Grade Classification	Survey Group
Administration	Administrative Services	01	Professional and Administrative
POSITION SUMMARY:	This position provides organizational, digital communications and graphic design support for the Cooperative.		
RESPONSIBILITIES AND DUTIES:	<ul style="list-style-type: none"> • Provide administrative support to employees including but not limited to preparing digital and written correspondence, website updates, reports, business forms, documents, and presentations. • Assist with the production of graphic design materials such as brochures, posters, banners, business cards and similar business materials for East River and its members. • Collaborate with others to plan, schedule, and coordinate arrangements for cooperative meetings and events. • Contribute to team effort in providing exceptional customer service by answering questions and providing assistance and support to others. • Become proficient in utilizing the Cooperative's records management system and assist in training others. • Pursue training and development opportunities to continuously build technical knowledge and skills. • Be familiar with the operation of all office machines and equipment. • Perform other professional duties as assigned. 		
KNOWLEDGE, SKILLS & ABILITIES:	CORE COMPETENCIES		
	<ul style="list-style-type: none"> • JOB KNOWLEDGE: Integrates business, organizational and industry knowledge to one's own job performance. • PERSONAL EFFECTIVENESS: Demonstrates a professional presence and a commitment to effective job performance. • INTERACTIONS WITH OTHERS: Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. 		

	<ul style="list-style-type: none"> • PROBLEM-SOLVING: Exercises good judgment to make well-informed decisions and to develop and implement effective solutions. • SAFETY COMPLIANCE: Demonstrates safe work practices and commitment to keeping themselves and others safe. 		
	ROLE-SPECIFIC COMPETENCIES		
	<ul style="list-style-type: none"> • PROJECT MANAGEMENT: Demonstrates knowledge of the steps required in starting, organizing, planning, and managing a project. • INFORMATION ADMINISTRATION: Effectively compiles, organizes, analyzes, stores and retrieves printed and electronic information. • ATTENTION TO DETAIL: Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. 		
EDUCATION, EXPERIENCE, CERTIFICATION & LICENSURE:	<ul style="list-style-type: none"> • Bachelor's degree in communications, graphic design, multi-media, or related field and at least two years' experience. • Demonstrated proficiency in using MS Office products and creative design software such as the Adobe Creative Suite. • Valid driver's license. 		
RESIDENCY REQUIREMENT:	None		
PHYSICAL DEMANDS, WORK ENVIRONMENTS AND TRAVEL:	<ul style="list-style-type: none"> • Work environment is generally a climate controlled office with adequate lighting and low noise levels. • Requirements include continuous sitting, occasional standing, walking, stooping/bending, climbing stairs, and kneeling. • Frequently lifts 10 pounds and occasionally up to 25 pounds, reaching occasionally both overhead and below shoulder level. • Requires finger dexterity, and effective communication and interaction skills, including speaking, hearing and vision capabilities. • Occasional travel and overnight stays may be required. 		
ACCEPTED BY EMPLOYEE:		DATE:	
APPROVED BY MANAGER:		DATE:	