

The Capitol Region Council of Governments

Executive Assistant



To apply send your re-
sume and cover letter to:

Pauline Yoder

pyoder@crcog.org

Or

CRCOG

241 Main Street

Hartford, CT 06106

The Capitol Region Council of Governments introduces a great opportunity to become its newest **Executive Assistant**.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairmen who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region as a whole.

Under the general direction of the Executive Director, this position performs complex administrative and secretarial duties. As well as provide administrative support for the department directors as needed.

This is a **Part Time** position (24 hours/week)

Salary: \$30.81 - 34.59 / hour

CRCOG is an Equal Opportunity Employer



Executive Assistant

Essential Duties and Responsibilities

- Supports the Policy Board and Executive Committee; prepares agendas, packets, and related materials prepares and coordinates publications, postings, and distribution of legal notices.
- Provides confidential secretarial and administrative support to the Executive Director.
- Maintains calendars; coordinates, arranges, and confirms meetings; arranges for meeting setup and refreshments, attends meetings, types up minutes and posts them to CRCOG website.
- Prepares and coordinates travel arrangements and expense reimbursements.
- Reviews, proofreads, and edits a variety of reports, notices, memoranda, correspondence and other documents and attends to a variety of office administrative duties as required.
- Provide administrative support to other CRCOG departments, including support of the Regional Planning Commission.
- Independently composes letters and reports; types and transcribes confidential letters, reports, and records; performs special assignments, studies and routine administrative functions as direction.
- Screens incoming correspondence and calls, and follows up to ensure timely response; responds to inquiries and requests from the public.
- Other related work as required.

Desirable Knowledge, Skills and Abilities

Knowledge of: the principles and practices of office administrative practices and procedures; strong verbal and written communication skills including spelling, grammar, and punctuation; good customer service. Ability to work independently and juggle multiple projects. Ability to be flexible and adaptable. Ability to use a personal computer in and advanced uses of word processing, spreadsheet, and other standard office equipment. Website or social media experience a plus.

Minimum Training and Experience

An Associate's degree from an accredited college or university (Bachelor's preferred) and five years of increasingly responsible experience in administrative support and office management or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties.

Licenses and Certifications

May need a valid driver's license or the ability to obtain. May need a Connecticut commission as a Notary Public or the ability to obtain.

Physical Demands and Working Environment

Work is performed in a standard office environment with public contact and many interruptions. Work requires physical ability and mobility to set up for meetings and lift and carry supplies. Work may require some evening and weekend meetings.

Contact Information

Please send your resume and a cover letter to Pauline Yoder, Municipal Services Director. Electronic submissions are preferred and should be sent to Ms. Pauline Yoder at pyoder@crcog.org If submitting via regular mail, they should be sent to CRCOG, 241 Main Street, Hartford, Connecticut 06106. Resumes should be submitted by **August 15, 2017**, but the positions will remained open until filled. CRCOG is an Equal Opportunity Employer. EOE/M/H/F