



City of Neligh – Economic Development Office Assistant Director

Job Description

The Assistant Director for the Neligh Economic Development Office requires the skills and talents of a highly dedicated individual who can collaborate with diverse individuals, boards, business owners, and non-profit organizations working to improve Neligh, Clearwater, and all of Antelope County. This position will share duties with the Neligh Economic Development Office and the Neligh Chamber of Commerce. However, it will report directly to the Director of the Neligh Economic Development Office and be an employee of the City of Neligh.

Specific Duties include:

Neligh Chamber of Commerce: (*Calendar Year Schedule*)

- ❑ Plan, coordinate, and attend meetings of the Neligh Chamber of Commerce and its subcommittees. This includes preparing agendas, minutes, financials, and other meeting materials.
- ❑ Engage in activities that communicate with and assist existing Chamber members.
- ❑ Coordinate annual Chamber membership drive and spearhead the recruitment of new Chamber members.
- ❑ Process and track annual Chamber memberships.
- ❑ Prepare, track, and audit Chamber Big Bucks orders.
- ❑ Assist with the design and implementation of new Chamber membership benefits.
- ❑ Create an Annual Budget for Chamber Approval (December).
- ❑ Correspond with new Chamber members
- ❑ Make deposits, pay bills, and submit invoices for the Chamber. Utilize QuickBooks to manage financials for the Neligh Chamber of Commerce.
- ❑ Serve as project lead on all marketing efforts, including social media, print, radio, television, and digital media.
- ❑ Manage www.NelighChamber.com and the chamber's social media accounts to ensure the content is up to-date and valuable to Neligh citizens and Chamber Members.
- ❑ Serve as co-chair of all Chamber sub-committees and organize volunteer and planning efforts that correlate with subcommittee duties.
- ❑ Prepare financial reports before every Chamber meeting and serve as Secretary and Treasurer for the Neligh Chamber of Commerce.
- ❑ Organize and prepare Chamber events including but not limited to Business After Hours, BBQ, Annual Banquet, Antelope County Ag & Home Expo, annual meetings, and other Holiday events.

Neligh Economic Development Offices: (*Fiscal Year Calendar Oct. – Sept.*)

- ❑ Help filter inquiries and requests for information to the appropriate office.
- ❑ Completes requests by greeting customers in person or on the telephone and answering or referring inquiries. Frequent inquiries include housing rentals, travel information, and business contact information.
- ❑ Maintains strict client confidence and protects operations by keeping information confidential.
- ❑ Maintains office supplies inventory by checking stock to determine the inventory level, anticipating needed supplies, placing and expediting orders, and verifying supplies' receipts.
- ❑ Maintain visibility at the community level.
- ❑ Assist with tasks that contribute to event planning and program development.
- ❑ Assist the Director in the promotion and development.
- ❑ Promotes Neligh with an active and engaging presence at regional, state, and national events.
- ❑ Assist with developing short-term and long-term economic plans and programs to enhance current activity in the area and encourage future activity.

- ❑ Monitor the scheduling of city-wide events to avoid conflict with attendance.
- ❑ Assist in workforce and business recruitment efforts.
- ❑ Other duties as assigned.

Other Requirements:

- ❑ Valid Driver's License.
- ❑ Minimal night and weekend work may be required.
- ❑ Excellent attendance and timeliness.
- ❑ Ability to lift and move items weighing up to 25 pounds.

Skills required for this position include:

- ❑ Administrative Writing Skills
- ❑ Scheduling
- ❑ Microsoft Office Skills
- ❑ Professionalism
- ❑ Organization
- ❑ Budgeting
- ❑ Strong Verbal Communication
- ❑ Bachelor's, Associate's Degree, or equivalent Preferred
- ❑ Vast knowledge of social media and marketing skills
- ❑ A solid personal and professional interest in community development.
- ❑ Ability to maintain strict confidentiality.
- ❑ The ability to work with volunteer boards, working groups, and committees. and openness to working as a team member.
- ❑ Ability to multi-task several projects at once.
- ❑ Strong dedication to building a thriving future for Neligh, Clearwater, and Antelope County.
- ❑ Two years of experience in business, customer service, administration, or related fields.

Skills preferred for this position include:

- ❑ Bachelor's, associate degree, or equivalent work experience
- ❑ Two years experience in business, economic development, Chamber of Commerce work, hospitality, or similar fields.
- ❑ Experience with QuickBooks
- ❑ A strong business administration, business development, and marketing background.
- ❑ The ability to initiate new projects and manage existing projects with little oversight.
- ❑ The ability to perform in high-intensity work environments.
- ❑ A solid personal desire for learning and professional growth in economic development.

Compensation:

- ❑ This is an hourly, full-time position; compensation is negotiable based on experience, education, and skills. Flexible work schedule. Family-friendly policies. Benefits include paid holidays, vacation, personal and sick leave. The City of Neligh is an equal-opportunity employer.

Applying:

Please turn in your resume and letter of interest to Lauren@Neligh.org or drop off/mail to the Neligh Economic Development & Chamber Office, 105 East Second Street, Neligh, Nebraska, by 5:00 PM on December 20, 2024.

*This job description is intended to be general and may evolve. It is subject to periodic updating.
The employee may be assigned different and additional duties or responsibilities at management's discretion.*