

Networks Northwest is seeking a detail oriented individual with a keen sense of organization to serve as an Administrative Specialist. As an Administrative Specialist, you will work closely with the Networks Northwest Chief Executive Officer, Chief Support Officer and leadership team while coordinating information and administrative systems. Your work will have a direct positive impact on the success of our teams, programs, and agency.

Founded in 1974, Networks Northwest facilitates and manages various business, workforce, and community programs for the 10 counties of Northwest Michigan. Our mission is to build stronger communities and enhance the quality of life in Northwest Michigan. You can learn more about our services by visiting www.networksnorthwest.org.

The Administrative Specialist may be called upon to perform any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Use database and other software to create and maintain organizational systems for tracking board and committee rosters, meeting agendas and minutes, mailing lists, internal documents, etc.
- Provide board and committee support, including producing meeting minutes, making meeting arrangements and scheduling, maintaining relationships and routine communications, and other support as needed.
- Provide support for meetings and events by preparing agendas and materials, arranging food and supplies, and providing on-site meeting support.
- Route phone calls, distribute mail, and copy documents as needed.
- Review local and regional media for mentions of our organization and/or programs.
- Assist with event planning as needed, including managing conference room rentals, coordinating staff events, and more.
- Ability to lift up to 20 pounds.

This position will report to the Chief Support Officer.

Competitive candidates will possess the following essential qualifications, skills, and abilities:

- Associate's Degree or equivalent experience preferred.
- Ability to work without close supervision.
- Ability to accurately track, organize, and maintain detailed information and records.
- Excellent communication and human relations skills.
- Ability to produce professional written communications.
- Ability to prioritize work and multi-task.
- Demonstrated competence in use of computer & office applications and equipment.
- Possession of a valid driver's license and insurable to drive agency vehicles.

This is a full-time, Traverse City, Michigan based, salaried position paying \$44,000 - \$48,000 per year. As a Networks Northwest employee this position is entitled to a full benefits package including health, dental, vision and life insurance, generous employer retirement contribution, and paid holiday, vacation, Personnel, and sick time.

How to Apply:

Interested candidates please email **cover letter** and **résumé** by August 23, 2024 to: Cristal Guinan at cristal.guinan@networksnorthwest.org. Learn more about Networks Northwest! and the job posting at [Careers : Networks Northwest](#)

Networks Northwest/Northwest Michigan Works Northwest is an Equal Opportunity Employer.

Network Northwest/Northwest Michigan works provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.