



Administrative Manager/ Small Business Liaison Position

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Overview:

The County of Orleans Industrial Development Agency (COIDA) is seeking an experienced professional to help carry out the agency's mission. COIDA facilitates development by attracting new industries while promoting the retention and expansion of existing Orleans County businesses. The agency delivers economic incentives to diversify the county's tax base, spur job creation, and strengthen community vitality. COIDA strives to develop the local economy in an organized, sustainable, and environmentally beneficial manner to enhance the quality of life for those who live and work in Orleans County, New York.

Position Description:

The Administrative Manager/ Small Business Liaison position is full time (Monday through Friday) and reports to the CEO/ CFO. The individual will perform the administrative functions for COIDA and its' two nonprofit affiliates, including but not limited to record keeping, budget management, and payroll. The individual in this role also develops and manages programming for the rural MAP (Micro Enterprise Program) which provides training and microgrants to new startups and entrepreneurs. The Administrative Manager/Small Business Liaison will work with the CEO to develop and administer grants for both RMAP and COIDA in addition to working closely with small businesses, the community, and regional partners to advance rural business initiatives in Orleans County.

Qualifications:

The successful candidate will demonstrate knowledge of the county and region. The candidate will have an associate degree in a relevant field and/or at least four (4) years of experience in the public or private sectors performing similar job functions. Direct experience in program development, lectures, training sessions, and webinars is necessary to manage the RMAP and serve as the Small Business Liaison. A working knowledge of and experience with grant development, reporting, and administration is desired. The successful candidate should also be familiar with data collection and reporting practices for non-profit entities and/or public bodies. The role requires an individual who is proficient in Microsoft Office and QuickBooks and is (or is willing to become) a certified Notary Public.

Compensation:

The starting pay is \$25 an hour and will be commensurate with qualifications and experience. Fringe benefits include medical insurance, vacation, personal days, and participation in the NY State Retirement System.

Contact/Additional Information:

Detailed position description available at: <https://www.orleansdevelopment.org/smallbusiness>
Send Resumes & Letters of Interest by April 28, 2023, to: oeda@orleansdevelopment.org