



Job Description: Administrator

The Administrator for EDC Team Jefferson will perform the following tasks:

1. Provide day to day administrative support to the Director, Board and volunteers.
2. Financial management
 - a. Handle banking and light bookkeeping using Quickbooks
3. Event planning and production
 - a. Take the lead in planning events and managing them on the day.
4. General Marketing
 - a. Database: Maintain a current and valuable database of economic trends, Team Jefferson activities, County statistics.
 - b. Public Relations: Work with Team members and Directors to create a positive public environment in person and public events.
 - c. Represent EDC Team Jefferson in a professional, proactive manner in all duties and endeavors related to this scope of work.
5. Reporting to interested parties.
 - a. Record keeping: develop, implement and staff the collection of all relevant volume and results data as it relates to helping businesses start, grow or sustain themselves.
 - b. Prepare monthly and quarterly reports for all entities: State, County, Port of Port Townsend, Jefferson County PUD.
 - c. Develop and manage an easy reporting system for use by volunteers to track activity.
 - d. Develop archiving and data analysis system.
6. Other duties as assigned and in support of EDC Team Jefferson's mission.