

Position: Executive Assistant to the Director  
Full time  
Salary: \$16-19/hr (based on experience)  
Benefits included.

Great Bend Economic Development is seeking a *motivated* individual who values community and wishes to be an integral piece on the path to *change and growth*! The Executive Assistant to the Director will be working with local and outside business leaders, site selectors, other economic developers from across the country and many government officials. As such, this **high-energy**, creative position requires an elevated degree of **confidentiality, tact, diplomacy, and professionalism**. As the Executive Assistant to the Director, this individual is often the first impression of the office and the Great Bend Community and must begin to cultivate and provide continued relationship building. This experienced individual will exemplify organizational skills, attention to detail, and accelerated task management all while providing exceptional customer service across all communication platforms; in-person, phone, and email and social media. Strong consideration given to *bilingual* candidates. Successful candidates will show *initiative*, be able to work independently as well as in a team environment, meet deadlines efficiently, and be able to adapt in a *fast-changing environment*. This individual will also have the opportunity to help execute events as well as represent the community and our area businesses at job fairs and conferences across the Midwest. Primary responsibilities include record keeping, bookkeeping, customer service, facility management, managing social media platforms, website updates and event coordination.

**This position requires the following skill sets:**

- Experience in record keeping and bookkeeping;
- Experience providing exceptional customer service;
- Excellent verbal and written communication;
- Ability to interact with diverse populations;
- Positive team player in the workplace and the community;
- High proficiency with Microsoft Office programs;
- High level of experience utilizing social media platforms;
- Experience using adobe products;
- Entry level understanding of website design/maintenance.

**Recommended:**

- Experience in grant writing is a bonus;
- Marketing background a plus;
- An aptitude for research and statistics;
- Experience leading a team or a project.

This is a full-time position with a high potential for growth within the organization for the right individual. This position will primarily occupy 9:00 am – 5:00 pm Monday-Friday, with light travel required.

**\*Interested applicants can send their resume to [director@gbedinc.com](mailto:director@gbedinc.com).**

**\*\*Please include a cover letter stating why you feel you would be a great fit for this position.**