



Administrative Coordinator

About us.

Founded in 1981, Economic Development for Central Oregon (EDCO) is a non-profit organization supported by private and public members and stakeholders. Our mission is to strengthen communities by creating opportunities that generate new revenue and family-wage jobs. Guided by our vision to be the catalyst for economic prosperity for all, EDCO works to recruit new employers to Central Oregon, support entrepreneurs in starting new, scalable businesses, and help existing companies grow and expand.

MOVE. We attract and guide outside employers through the relocation process as a resource for regional data, incentive, talent, site selection, and more.

START. We mentor and advise scalable young companies from concept to exit on issues such as access to capital, critical expertise, and strategy.

GROW. We partner with local traded-sector companies to help them grow and expand.

EDCO currently has a staff of 14 professionals and an annual operating budget of \$2.1M. We are overseen by a Board of Directors comprised of more than 40 local community leaders and business executives.

Where you get to live

Bend, Oregon is located in the shadow of the Cascade Mountains and surrounded by numerous lakes and rivers. Central Oregon is an outdoor enthusiast's paradise. Check out the sights and sounds of Bend at: <https://vimeo.com/200038114>.

About the role

This is both a behind-the-scenes support position and a public-facing position. The person in this role will work on-site to assist with day-to-day operations and will often be the first point of contact for someone that interfaces with EDCO. To be successful, you will need to be sincere, friendly, approachable, flexible, and willing to learn.

Duties:

- Answer phones, greet visitors and provide administrative support to all staff
- Support the Director of Events and Community Relations in planning, promoting, and executing EDCO events. Includes utilizing platforms/media like: Eventbrite, Constant Contact, Canva, radio, marketing calendars, YouTube, etc., printing name tags, logistics, attendee and volunteer coordination, check-in)
- Support the Director of Marketing and Communications in developing and proofing content, which can be used to update EDCO websites with relevant content and digital art, including blog posts and social media posts
- Support the COO with Board of Directors communication and bookkeeping tasks
- Assist the Venture Catalyst Director in the applicant tracking, data management, and operational systems supporting the Bend Venture Conference from application launch through post-event reporting
- Support the Sr. Director of Revenue with CRM data entry, maintaining an accurate membership list, event sponsorship details, etc.
- Other administrative duties as assigned, which, among other things, can include office supply inventory and procurement, sorting and sending mail, coordinating calendars, etc.

Skills:

- Friendly customer service
- Phones, filing, and printing
- Digital arts across Power Point, Canva, Eventbrite, Constant Contact applications
- Microsoft Office programs including Excel, Word, Teams, and Outlook
- Zoom, MS Teams or other digital meeting technology
- Data entry
- QuickBooks
- Grammar and proofreading

To apply:

For confidential consideration, please contact Victoria Daehn: 541-389-1505; Victoria.Daehn@ExpressPros.com