



The Bayside Village BID is currently seeking Qualified Candidates to fill an Administrative Assistant position. This is a part time position.

About the Job

Position: Administrative Assistant

Career Level: Entry Level

Relevant work experience: 0 – 1 years

Education level: Minimum High School graduate. Some college preferred.

Part Time: 2 – 3 Days a week highly flexible hours

Job Description:

1. Provide administrative support to ensure that BID operations are maintained in an effective, up to date and accurate manner

Main Activities:

- Maintain office and electronic files
- Open and distribute the mail
- Take minutes at meetings
- Distribute minutes
- Prepare invoices for bookkeeper

2. Provide support to at BID public events

Main Activities:

- Support setup of public meetings and events (Includes nights and weekend)
- Promote the BID at public meetings and events (Includes nights and weekends)
- Conduct outreach related to public meetings and events
- Prepare outreach for public meetings

3. Perform other related duties as required

Qualifications and Skills

1. Interest in helping small businesses, and improving local neighborhoods
2. Highly organized and detailed oriented
3. Highly social and outgoing
4. Working knowledge of basic bookkeeping policy and procedures
5. Knowledge of Microsoft Products, and various social media platforms like Facebook, Twitter and Instagram

Application Instruction

Interested applicants should send the work history and cover letter to info@baysidevillagebid.com. The cover letter is required, work histories/resumes sent without one will not be considered. To ensure your resume is received and reviewed please use the “Bayside Village BID – Administrative Assistant” in the subject. NO PHONE CALLS PLEASE.