

Order Number:

NY1542615

Date Job Order Received:

08/21/2025

Number of Openings:

1

Company Name:

Naturally Lewis

Job Title:

Administrative Specialist

Minimum Experience Required:

3 Years

Job Description:

ESSENTIAL POSITION DUTIES All duties support the organizational success of Naturally Lewis Inc., the Lewis County Industrial Development Agency, the Lewis County Development Corporation and the Lewis County Chamber of Commerce. Additional duties may be assigned & existing responsibilities may change as deemed appropriate. Communication and Board Organization: o Coordinate with staff in preparing board meeting agendas, gathering documents and presentation slides ensuring all materials are accurate and distributed in advance. o Maintain a well-organized system for agendas, meeting minutes, resolutions and other board documents, physical and digital forms, ensuring accessibility and proper archiving. o Send board packets to boards and committees one week prior to meeting dates. o Take meeting minutes at board meetings, capturing key discussions, motions, votes and action items, ensuring that minutes are formatted professionally, reviewed for accuracy and distributed in a timely manner. o Collect and manage required documentation and signatures needed from board members, including contracts, checks and other board approved items. Administrative, Data and Financial Support: o Maintain accurate data entry in systems, including the Project Management System (PMS) ensuring consistency, completeness and accessibility of all organizational records. o Generate reports, manage contracts, and track organizational activities relating to grant, loan, incentive and membership programs as tracked in the PMS, ensuring data is correctly categorized, deadlines are met and necessary documentation is up to date for compliance. Naturally Lewis is an Equal Opportunity/Affirmative Action Employer. All job applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, marital status, disability, veteran status or any other protected class as required by law. o Organize policy and compliance documents for each organization annually, ensuring all policies, procedures and required regulatory documents are easily accessible and compliant with NYS. o Manage correspondence, mailings, and file systems to ensure efficient document retrieval. o Ensure compliance with internal procedures by assisting with annual audits and project reporting status updates. o Perform bank deposits and assist with invoicing and billing, as needed.

EDUCATION, EXPERIENCE & SKILLS To perform this job, an individual must be able to ensure agency performance of all duties outlined, as well as any other activities required to ensure Naturally Lewis is sustainable. The requirements below represent the minimum knowledge, skill, and/or ability required. High School Diploma or GED, with

preference given to candidates who have: o Additional Qualifications: Coursework or certifications in business administration, accounting, or office management. o Preferred Education: An Associates degree in Business Administration, Accounting, or a related field could strengthen a candidates application but may not be required if they have sufficient experience. o Experience: Proven administrative experience preferably in nonprofit settings Experience in Microsoft Office/Teams and Computer Systems Excellent writing skills Experience with Canva or willingness to learn Strong organizational, multi-tasking and communication skills Attention to detail Ability to maintain confidentiality

Job Location:

Lowville, New York 13367

Pay:

\$23.00 - \$25.00 Hourly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Part Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: E-Mail, Internet or Phone

Phone: Steria, Cheyenne (315) 376-3014

Email: cheyenne@naturallylewis.com

Web-site:

https://naturallylewis.com/images/staff/NaturallyLewis501c3_JobDescriptions_AdministrativeSpecialist.pdf