



Position Description

POSITION INFORMATION

Position Title: Administrative Assistant, Huerfano County Business Incubator and Makerspace

Normal Work Hours: 40 hours/week; some evening and weekend work required

Location: Huerfano County, Colorado

Exemption Status: Hourly position wage range \$19.50-21.50/hour

Title of Supervisor(s): Business Incubator Manager, Huerfano County ED

BACKGROUND:

The Huerfano County Business Incubator and Makerspace (HCBI) is a community economic development initiative led by the Huerfano Economic Development Company and supported by other local, regional, state, and federal partners, that intends to encourage small business development, entrepreneurship, and innovation in the retail sector which will result in company formation, job creation, increased sales, and growth of the tax base. Through establishing a Pop-Up Retail Business Incubator Huerfano County hopes to diversify the retail shopping market and fill market gaps with local, independently-owned businesses to facilitate the launch of new or early-stage retail businesses in Huerfano County. The pop-up model seeks to add energy to downtown retail with exciting, changing, interactive experiences for customers. Communities throughout the US are utilizing pop-up retail as a retail revitalization strategy. The activity it creates gets attention while the support and space to experiment offers an important bridge for startups to progress to permanent retail locations.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

The Administrative Assistant will provide support to Incubator staff and pop-up businesses, including daily oversight of the facility, arranging events, and other marketing efforts. This position will also be responsible for capturing data for reporting to the program administrator, County leaders, and funding sources.

DUTIES

Traffic Management – manage the process from direct inquiries through access to programs and services to tracking results

1. Primary contact for community inquiries and lead navigator to direct inquiries to appropriate ecosystem partners.

2. Manage all aspects of the client intake, vetting, and placement process. Ensure client needs are met through the case management and triage process and follow-up is conducted to obtain information on milestones and maintain the quality of services.

Event Coordination - The business incubator will work with public, nonprofit, and private partners to offer a variety of fun, valuable and engaging events on a regular and consistent basis. The business incubator itself will host periodic events, at least one event per month, which will be primarily focused on relevant content for the target market. The Administrative Assistant will:

1. Work with the Business Incubator Manager, Makerspace Program Manager, and other ecosystem partners to schedule, organize, and publicize events
2. Conduct events and
3. Track satisfaction and participation in events.

Database Management and Reporting – responsible for oversight and data entry for contact database, and client tracking system to support reporting requirements for grants and Huerfano County ED.

1. Maintain client contact database.
2. Provide necessary reports, correspondence, documents, and spreadsheets to management, consultants, and funding sources.

Marketing Plan implementation – carry out activities identified in the marketing plan for Business Incubator and Makerspace

1. Create content as needed.
2. Track success stories.
3. Assist with regular communication with stakeholders.
4. Maintain website
5. Maintain social media channels
6. Outreach to regional media and ecosystem partners for the promotion of programs and events.

Office Management – maintain office systems and equipment while ensuring adherence to contracts, policies, and procedures.

1. Create, organize and maintain physical and digital filing systems that enable easy and efficient access by staff and contractors.
2. Keep reference materials and office neat.
3. Order and maintain inventory control over office supplies.
4. Ensure office equipment is operating and properly maintained, and arrange for necessary maintenance/repairs as needed.
5. Ensure the facility is operating effectively and efficiently including utilities, cleaning, maintenance, and equipment.

Administrative, Reporting, and Accounting – perform regular document preparation and reporting requirements for grants and other funding sources.

1. Prepare correspondence, reports, and support documentation for contract compliance.
2. Learn and understand contract requirements.
3. Perform clerical duties related to administrative details of day-to-day operations of the Business Incubator and Makerspace.
4. Schedule and organize meetings, prepare agendas, and take and transcribe meeting notes.
5. Maintain files with copies of all invoices, transactions, and payments. Provide necessary backup for contract compliance.
6. Maintain vendor and independent contractor files, financial records, and staff expenses.
7. Process check requests.

General

1. Support staff in areas of administration, program execution, and reporting.
2. Position is part of an effort that includes Business Incubator and Makerspace components and serves as the main administrator to coordinate clerical duties for all programs.
3. Performs other duties as required or assigned.

POSITION REQUIREMENTS

Exceptional organizational skills

Highly motivated and flexible

Self-directed

Technical Certifications, College degree, or equivalent experience

Outstanding computer and Internet skills

Some basic accounting or technical reporting background and knowledge

Familiarity with Social Media and Marketing

Knowledge, Skills, and Abilities

Be able to demonstrate the following:

- Minimum of three years of related experience and/or relevant training
- Ability to work under pressure and meet deadlines
- Successful positive interpersonal relationships
- Experience in successfully operating office equipment, software, and systems
- Experience in maintaining reporting processes and tracking
- Commitment to quality customer service
- Demonstrated strong verbal and written communication skills
- Experience in successfully working independently, organizing own work, and coordinating the work activities of others
- Excellent grammar and proofreading skills

Benefits and Conditions

This position is grant funded through the Economic Development Administration. The period of the grant is 3 years completing at the end of 2025. Although Huerfano County will pursue sustainability for the Business Incubator and Makerspace programs, there is no guarantee that this position will exist past the grant timeline.

Benefits include a group health insurance policy and all payroll related costs.