



Job Announcement

Administrative Assistant

Temporary Position – November 2015 through February 2016

\$15.00 per hour

Application due by September 30, 2015

Capital City Development Corporation (CCDC) is recruiting for a temporary position of Administrative Assistant. The ideal candidate will be experienced, capable, friendly, professional and dedicated to providing excellent customer service in supporting a professional staff and serving external clients. CCDC is a dynamic organization that encourages a team approach to help implement downtown Boise's revitalization goals in its four urban renewal districts.

The Administrative Assistant performs a wide variety of administrative, secretarial and support duties for the CCDC Executive Director, staff and external customers to provide excellent customer service. Primary duties include serving as first contact and reception for the agency, scheduling and preparing for daily meetings, assisting with day-to-day office operations, and provide support services as needed for the Executive Director and other staff. The majority of work is done in an office environment, but limited field work may be involved.

Minimum Qualifications: High school diploma or equivalent with additional training beyond high school in general business/office procedures and computer applications; Associates Degree preferred; computer software programs including Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat. knowledge of desktop publishing, data base, and other specialty computer programs desirable; at least three years' experience in administrative, secretarial and clerical work in combination with receptionist duties for government, voluntary or business organizations; or any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

An offer of temporary employment may be subject to background and reference checks.

Interested individuals should submit a cover letter and resume to Capital City Development Corporation at 121 N. 9th. St., Suite 501, Boise, ID 83702 or submit electronically to info@ccdcbiose.com. Closing date is September 30, 2015.