



City of Rahway

Department of Administration

One City Hall Plaza
Rahway, NJ 07065

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Post: October 8 - 25, 2021

**Administrative Assistant – Full-time
Special Improvement District**
\$35,000 – \$40,000 Annual Salary

The City of Rahway's Special Improvement District (SID) is recruiting a Full-Time Administrative Assistant. The Administrative Assistant of the SID works under the direction of and as an assistant to the Economic Development Officer. The City of Rahway's SID serves and oversees the city-wide district and Rahway's art community. In general, the Administrative Assistant provides clerical and administrative support for all SID initiatives, which includes marketing, business recruitment, development initiatives, beautification, place-making projects, activities and special events, financial management, administration, and stakeholder relations.

The Administrative Assistant reports directly to the Economic Development Officer and is responsible for administrative and clerical support pertaining to the data gathering/maintenance, outreach and service interactions for the City's arts and business community and other stakeholders. The Administrative Assistant is a critical part of making sure that the organization is responsive to the needs of business and property owners within the SID and Arts District. Under the direction of the Economic Development Officer, the Administrative Assistant also works closely with the City of Rahway municipal government employees and the Rahway Redevelopment Agency in coordinating and collaborating similar goals/interests. The Administrative Assistant will be required to work occasional nights and weekends.

The following responsibilities shall be performed on a full-time basis:

- Day-to-day clerical and administrative support of the SID and Economic Development Officer.
- Assists the Economic Development Officer in maintaining regular contact with the business and arts district and gets to know business and property owners, community organizations and other stakeholders.
- Acts as an enthusiastic spokesperson for the SID's interests when communicating information to all stakeholders at the direction of the Economic Development Officer.
- Assists Economic Development Officer with the development of marketing strategies and helps to market the district and the businesses within, to attract more businesses and patrons to the SID areas.
- Assists Economic Development Officer with procuring services and goods and generates purchases and payments, while maintaining records of same.
- Assists in preparation of program and grant applications, and successfully executes and manages related tasks and funding for the duration of the grant program(s).

- Compiles and maintains a SID area member profile.
- Coordinates with vendors to develop graphics for various marketing campaigns throughout the year.
- Occasionally provides information and updates to SID's social media accounts as needed, such as the website, Facebook and Instagram pages.
- Maintains accurate records and reports for the SID.

Qualifications:

- Bachelor's degree in related field (business, marketing, etc.) preferred, but not required.
- At least 3-years of experience working for a business or government agency providing administrative support services and/or coordinating work activities.
- Strong written, verbal and interpersonal skills, including the ability to assist the organization at events and in meetings.
- Familiarity with Microsoft Office Suite.
- Knowledge of website management and social media a plus.

Pre-employment drug screen and background check are performed. The City of Rahway is a CSC and EEO employer and reserves the right to interview qualified candidates prior to the deadline. Pension and benefit package offered. If further details of the position are needed, please contact Elton Armady, Economic Development Officer, at earmady@cityofrahway.com. Preference is given to Rahway residents.

Interested candidates should submit a cover letter with subject line “SID Administrative Assistant Position” and include salary requirements, resume and references in it; along with an [application](#) (found on [City of Rahway website](#) under Employment link) via email or regular mail by October 25, 2021 to:

resume-admin@cityofrahway.com

or

Michelle Dalesandris, Human Resource Coordinator
City of Rahway
One City Hall Plaza
Rahway, NJ 07065