

EMPLOYMENT ANNOUNCEMENT

POSITION: Executive Assistant – Bilingual

DEPARTMENT: Office of Finance and Compliance

REPORTS TO: Acting Chief Financial Officer

ASSIGNMENT: This position is assigned to Third Eye Network's (TEN) administrative services contract with Rochester Economic Development Corporation

DATE: Applications must be submitted by February 5, 2024, to be fully considered

LOCATION: Rochester, New York Metropolitan Statistical Area

COMPENSATION: \$52,392 to \$62,216 | Commensurate with education and experience

BENEFITS: Comprehensive healthcare, vision, and dental coverage; group life insurance, 401(k) retirement savings program; paid time off, holidays, disability and paid family leave; professional development and educational support | *eligibility requirements must be satisfied

SUBMISSION: Please submit cover letters, resumes, applications to work@thirdeye.network

ABOUT THE POSITION: The Executive Assistant performs advanced and confidential managerial support to the Acting Chief Financial Officer and administrative support on a variety of internal undertakings of Rochester Economic Development Corporation (REDCO). Primary responsibilities include preparing standard documentation in support of compliance, business, and real estate development activities. Also assists with accounting and billing, grants reporting, and preparing board packets and resolutions. Other tasks involve handling information requests and performing routine administrative functions such as managing files and electronic workspaces, preparing correspondences, receiving visitors, and arranging conference calls and meetings. May also train and supervise lower-level administrative staff. Must be willing to travel on occasion.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Regularly interacting with critical internal and external stakeholders
- Managing and maintaining the Acting Chief Financial Officer's schedule
- Preparing reports, memos, letters, and other documents, using word processing, spreadsheet, database, and presentation software
- Coordinating services such as records, employee, and client account set-up
- Greeting and directing visitors, incoming phone calls, and correspondences to the appropriate parties as warranted, and preparing responses to routine inquiries
- Preparing agendas and plans, such as coordinating retreats, events, meetings, and catering for REDCO, the board, and community facing activities
- Conducting research, compiling data, and preparing papers and presentations for consideration by senior leadership, the board, and relevant external stakeholders
- Performing general office duties, such as ordering supplies, and maintaining records and management database systems
- Compiling, transcribing, and distributing meeting minutes
- Handling sensitive information and ensuring strict confidentiality in all matters
- Performing other duties as assigned

REQUIRED COMPETENCIES: Successful candidates will demonstrate competence in:

- Scheduling calls via MS Outlook/Google Calendar and preferred conferencing methods
- Familiarity with MS Office and Google suites and cloud-based collaboration tools
- Attention to details when notating, annotating, and organizing information
- Goalsetting and planning skills for prioritizing, organizing, and completing work
- Communicating effectively and persuasively while exercising professional acumen
- Fostering collaborative relationships with internal and external stakeholders to maintain responsiveness, support, cooperation, and mutual accountability
- Ability to be effective on multicultural teams and in cross-cultural situations
- Personal leadership and effectiveness in a geographically dispersed work environment
- Taking initiative to complete tasks and solve problems with and without assistance
- Commitment to lifelong learning and performing work with an entrepreneurial spirit
- Fluency in writing and speaking in Spanish, in addition to English

SUCCESSFUL CANDIDATES WILL ALSO DEMONSTRATE:

- Evidence of cultural and emotional intelligence
- Ability to diplomatically navigate conflict and difficult situations to ensure effectiveness
- Evidence of having and exercising sound judgment
- History of following up and following through on assignments

PREFERRED COMPETENCIES:

- Familiarity with business, workforce, or real estate development
- Experience working with customer relationship management platforms

EDUCATION AND EXPERIENCE:

- Associate degree in office technology, business, liberal arts, or a related field is required
- Candidates without a degree may be considered upon demonstrating the possession of all required skills and relevant experience—refer to the enclosed *Equivalency Chart*
- Minimum of 3 years of experience supporting to senior/executive management, or equivalent education and work experience
- Experience working for start-ups, small businesses, or enterprising organizations

ADDITIONAL REQUIREMENTS:

- Valid driver's license and reliable transportation for business travel
- Possess or be able to obtain required documentation to fly on commercial airlines within and outside of the U.S. for business
- Employees working directly with protected health information/electronically stored protected health information, personally identifiable information, and other employee or client data will abide by the specific procedures and policies outlined by TEN's Code of Conduct and TEN's Privacy and Security Policies, as well as state and federal regulations

OPERATING PRINCIPLES AND DEMONSTRATED BEHAVIORS: All TEN employees are expected to exhibit attitudes and behaviors that are congruent with agency’s core values conveyed in the *Organizational Values and Policy Manual*. The congruency of successful applicants’ attitudes and behaviors are observed during the application and probationary processes.

REDCO’s core values are expected to be demonstrated through behaviors and actions of all staff. All applicants must also evidence the following attitudes and behaviors as part of the application and probationary processes:

- Economic Inclusion
- Entrepreneurship
- Collaboration
- Mission/Related Investing
- Community and Economic Empowerment
- Community Wealth Building
- Racial Equity

ABOUT TEN: Third Eye Network (TEN) is an innovative multicultural marketing and management strategy consortium serving a diverse multisector clientele. TEN exists to advance social transformation and redress economic disparities within communities across the nation. With deep domain knowledge in community wealth building, evidence-based management, and ecosystem building, TEN takes multi-faceted approaches to problem solving working with its clients and their collaborators. TEN’s services span multiple areas of practice, through racial and social equity lenses, centering structural and systems change.

ABOUT REDCO: Rochester Economic Development Corporation (REDCO) is a private not-for-profit organization committed to stimulating inclusive economic growth while improving the quality of life within city neighborhoods and across the City of Rochester, New York. REDCO was formed to advance community wealth building through the retention and expansion of business and industry, leading and facilitating real estate development and expansion, fostering local employment opportunities, administering financial assistance, and promoting the overall attractiveness of the area. Established in 1983, REDCO is a local development corporation governed by the NYS Authorities Budget Office.

EEO STATEMENT: TEN is an equal opportunity employer. TEN encourages diversity in hiring and particularly welcomes applications and nominations from culturally and ethnically diverse applicants, as well as women and gender non-binary individuals. TEN does not permit discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, gender identity, or other categories protected by federal or state labor law. TEN seeks to recruit and retain a diverse workforce as a reflection of our commitment to equity, inclusion, and social justice.

EDUCATION AND EXPERIENCE EQUIVALENCY CHART

2:1 Ratio (2 years experience equals 1 year education)

NOTE: Education cannot be 'traded' for missing years of experience

PART TIME EXPERIENCE	EQUIVALENCY
10 hours a week	Equals to ¼ full time hours
20 hours a week	Equals to ½ full time hours

EDUCATION & EXPERIENCE REQUIRED	EQUIVALENCY
High School/GED + 18 months work experience	3 years education + 3.5 years work experience
	2 years education + 5.5 years work experience
	1 year education + 7.5 years work experience
	0 high school education + 9.5 years work experience
High School/GED + 1 year work experience	3 years education + 3 years work experience
	2 years education + 5 years work experience
	1 year education + 7 years work experience
	0 high school education + 9 years work experience
High School/GED + 2 years work experience	3 years education + 4 years work experience
	2 years education + 6 years work experience
	1 year education + 8 years work experience
	0 high school education + 10 years work experience
High School/GED + 3 years work experience	3 years education + 5 years work experience
	2 years education + 7 years work experience
	1 year education + 9 years work experience
	0 high school education + 11 years work experience
High School/GED + 4 years work experience	3 years education + 6 years work experience
	2 years education + 8 years work experience
	1 year education + 10 years work experience
	0 high school education + 12 years work experience
High School/GED + 5 years work experience	3 years education + 7 years work experience
	2 years education + 9 years work experience
	1 year education + 11 years work experience
	0 high school education + 13 years work experience
High School/GED + 6 years work experience	3 years education + 8 years work experience
	2 years education + 10 years work experience
	1 year education + 13 years work experience
	0 high school education + 15 years work experience

EDUCATION AND EXPERIENCE EQUIVALENCY CHART

2:1 Ratio (2 years experience equals 1 year education)
 NOTE: Education cannot be 'traded' for missing years of experience

PART TIME EXPERIENCE	PART TIME EXPERIENCE
10 hours a week	Equals to ¼ full time hours
20 hours a week	Equals to ½ full time hours
EDUCATION & EXPERIENCE REQUIRED	EQUIVALENCY
Associate's + 1 year work experience	1 year education + 3 years work experience
	0 college education + 5 years work experience
Associate's + 2 year work experience	1 year education + 4 years work experience
	0 college education + 6 years work experience
Associate's + 3 year work experience	1 year education + 5 years work experience
	0 college education + 7 years work experience
Associate's + 4 year work experience	1 year education + 6 years work experience
	0 college education + 8 years work experience
Associate's + 5 year work experience	1 year education + 7 years work experience
	0 college education + 9 years work experience
Associate's + 6 year work experience	1 year education + 8 years work experience
	0 college education + 10 years work experience
Bachelor's + 1 year work experience	3 years education + 3 years work experience
	2 years education + 5 years work experience
	1 year education + 7 years work experience
	0 college education + 9 years work experience
Bachelor's + 2 years work experience	3 years education + 4 years work experience
	2 years education + 6 years work experience
	1 year education + 8 years work experience
	0 college education + 10 years work experience
Bachelor's + 3 years work experience	3 years education + 5 years work experience
	2 years education + 7 years work experience
	1 year education + 9 years work experience
	0 college education + 11 years work experience
Bachelor's + 4 years work experience	3 years education + 6 years work experience
	2 years education + 8 years work experience
	1 year education + 10 years work experience
	0 college education + 12 years work experience
Bachelor's + 5 years work experience	3 years education + 7 years work experience
	2 years education + 9 years work experience
	1 year education + 11 years work experience
	0 college education + 13 years work experience

EDUCATION AND EXPERIENCE EQUIVALENCY CHART

2:1 Ratio (2 years experience equals 1 year education)

NOTE: Education cannot be 'traded' for missing years of experience

EDUCATION & EXPERIENCE REQUIRED	EQUIVALENCY
Master's + 1 year work experience	5 years education + 3 years work experience
	4 years education + 5 years work experience
	3 years education + 7 years work experience
	2 years education + 9 years work experience
	1 year education + 11 years work experience
	0 college education + 13 years work experience
Master's + 2 years work experience	5 years education + 4 years work experience
	4 years education + 6 years work experience
	3 years education + 8 years work experience
	2 years education + 10 years work experience
	1 year education + 12 years work experience
	0 college education + 14 years work experience
Master's + 3 years work experience	5 years education + 5 years work experience
	4 years education + 7 years work experience
	3 years education + 9 years work experience
	2 years education + 11 years work experience
	1 year education + 13 years work experience
	0 college education + 15 years work experience
Master's + 4 years work experience	5 years education + 6 years work experience
	4 years education + 8 years work experience
	3 years education + 10 years work experience
	2 years education + 12 years work experience
	1 year education + 14 years work experience
	0 college education + 16 years work experience
Master's + 5 years work experience	5 years education + 7 years work experience
	4 years education + 9 years work experience
	3 years education + 11 years work experience
	2 years education + 13 years work experience
	1 year education + 15 years work experience
	0 college education + 17 years work experience
Master's + 6 years work experience	5 years education + 8 years work experience
	4 years education + 10 years work experience
	3 years education + 12 years work experience
	2 years education + 14 years work experience
	1 year education + 16 years work experience
	0 college education + 18 years work experience
Master's + 7 years work experience	5 years education + 9 years work experience
	4 years education + 11 years work experience
	3 years education + 13 years work experience
	2 years education + 15 years work experience
	1 year education + 17 years work experience
	0 college education + 19 years work experience



APPLICATION FOR EMPLOYMENT

Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION (Also attach cover letter and resume)

Last Name:	First Name:	Middle Initial:	Home Phone: () -
Mailing Address:	City:	State:	Zip:
Email Address:	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Mobile Phone: () -	

POSITION

Position OR Type of Employment Desired:	Will Accept: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Desired Salary:	Date Available:	

EDUCATION AND TRAINING

High School Graduate OR General Education (GED) Test Passed? Yes No
If no, list the highest grade completed:

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Occupational License, Certificate or Registration:	Number:	Where Issued:	Expiration Date:
Occupational License, Certificate or Registration:	Number:	Where Issued:	Expiration Date:
Occupational License, Certificate or Registration:	Number:	Where Issued:	Expiration Date:

Languages Read, Written or Spoken Fluently Other Than English:

VETERAN INFORMATION (Most recent)

Branch of Service:	Date of Entry:	Date of Discharge:
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

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WORK EXPERIENCE (Most recent first, including voluntary and military experience)

Employer:	Main Phone: () -	From (Month/Year):
Address:	City: State: Zip:	
Job Title:	Number of Employees Supervised:	To (Month/Year):
Specific Duties (Maximum 1000 Characters):		Hours Per Week:
		Supervisor:
		Other:
		Reason for Leaving:
Employer:	Main Phone: () -	From (Month/Year):
Address:	City: State: Zip:	
Job Title:	Number of Employees Supervised:	To (Month/Year):
Specific Duties (Maximum 1000 Characters):		Hours Per Week:
		Supervisor:
		Other:
		Reason for Leaving:
Employer:	Main Phone: () -	From (Month/Year):
Address:	City: State: Zip:	
Job Title:	Number of Employees Supervised:	To (Month/Year):
Specific Duties (Maximum 1000 Characters):		Hours Per Week:
		Supervisor:
		Other:
		Reason for Leaving:

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Interviewer's Comments: