



U.S. BLACK CHAMBERS, INC.
Community Economic Development Corporation

Job Description – Administrative Assistant

USBC Community Economic Development Corporation (USBC CEDC) is seeking a problem solver with excellent communication skills and impeccable attention to detail. He/she will have previous experience working in an office environment, performing administrative tasks, and providing support to coworkers. The position is located in Tulsa, OK. The ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position. The ideal candidate will be expected to work cooperatively with internal and external members to track goals and enhance organizational effectiveness. The candidate will report to the Program Manager and will working closely with the Outreach Specialist and the local market teams.

Responsibilities

- Serve as the eyes and ears of the office, providing information, answering questions, and responding to requests
- Ensure optimal operation of office equipment, supplies, and inventories with preventive maintenance
- Maintain workflow by analyzing and refining standard operating procedures, such as scheduling, communications, office layout, etc.
- Coordinate internal and external resources to expedite workflow
- Oversee and achieve organizational goals while upholding best practices
- Assist in tracking and recording goals
- Provide front desk coverage, including managing a busy, multi-line phone system, greeting guests who enter the office, managing incoming/outgoing mail and shipments, and maintaining an organized, clean office environment
- Provide direct administrative support to senior leaders, including email correspondence, and generation and distribution of memos, letters, spreadsheets, forms, and faxes
- Plan, organize, and schedule company meetings occurring in the office, offsite, and via video conference
- Coordinate domestic and international travel arrangements for all levels of employees
- Maintain filing system, contact database, employee list, and inventories
- Oversee and order office supplies and food deliveries for group meetings

Qualifications

- High school diploma or equivalent
- Proven administrative experience
- Bachelor's degree a plus
- Prior experience supervising outreach specialist and local project teams.
- Proficient with Microsoft Office Suite with aptitude to learn new software, databases and systems
- Excellent verbal and written communication skills.
- Strong time-management skills and multitasking ability

Company Overview

USBC Community Economic Development Corporation (USBC CEDC) supports the financial education and training needs of the US Black Chambers, Inc. (USBC), a national network of Black Chambers of Commerce committed to providing visionary leadership and advocacy in the realization of economic empowerment. Through the creation of resources and initiatives, we support African American Chambers of Commerce and business organizations in their work of developing and growing Black enterprises across the U.S.

*For immediate consideration, please submit your resume and cover letter to careers@usblackchambers.org.
Equal Opportunity Employer*