

Delta Regional Authority

Delta Leadership Institute Administrative Assistant

The Delta Regional Authority is seeking an administrative assistant to support the administration of the Delta Leadership Institute, its subsidiary initiatives, and DeltaCorps, a new program of AmeriCorps and the DRA. The individual will work under the direction of the director of the Delta Leadership Institute.

Introduction

The Delta Regional Authority is a federal-state partnership created by Congress in 2000 to help create jobs, build communities, and improve lives through strategic investments in economic development in 252 counties and parishes across eight states. To achieve the goals outlined by Congress, DRA partners with Federal agencies, state and local governments, non-profits, and the business community to create economic opportunities and support economic development projects in the Delta region.

The DLI Administrative Assistant will be responsible for assisting program staff with coordinating the selection, support, and evaluation of host sites and participants in the DeltaCorps; reporting on progress to primary stakeholders; and managing budgets of and fund transfers to awardees. Additionally, as indicated by the Director of the Delta Leadership Institute, they will work in coordination with the DRA staff to efficiently balance the workflow of the Institutes' other initiatives. Essential to this role will be strong organizational and research skills with the ability to work independently and to balance multiple events and issues with day-to-day commitments.

Supervisory Control

The position reports directly to the director of the Delta Leadership Institute and does not at the present supervise any staff.

FLSA status: Exempt

Duties And Responsibilities

- Responsible for managing the office of the DeltaCorps program, including, screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data.
- Responsible for supporting the Director of the Delta Leadership Institute, including, screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data as needed.
- Assist with the DeltaCorps award application and review process open to non-profit, governmental, and faith based organizations across the eight-state DRA region, including

providing technical assistance to applicants, recruiting and training reviewers, participating in the review process, conducting pre-award assessments, and appropriate follow up activities.

- Monitor awardee accomplishments through progress reports, phone consultation, and other means.
- Collaborate with DRA staff and partners to conduct public relations campaigns that promote service across the eight-state DRA region.
- Support the Director of the Delta Leadership Institute and the DeltaCorps Program Manager as needed with activities related to the management of the DeltaCorps program.

Additional Job Functions

The DeltaCorps Program Manager, in addition to the above, will also be responsible to:

- Have knowledge and familiarity with database operation and maintenance;
- Communicate and coordinate with State Service Commissions and Local Development Districts (LDDs) as needed and;
- Provide DeltaCorps information and statistics for other DRA staff, books, manuals, meetings, board member training, LDD training, local elected official training, etc., review/edit/create books, manuals, briefings, memos, agendas, communiqués, press releases, etc.;
- Assist in attending and setting up for local meetings as well as travel to meetings/conferences and assist in logistics of the same;
- Work with the Director of the Delta Leadership Institute to assist with marketing/advertising firms to produce brochures, mail-outs, power point slides, books, manuals, etc.;
- Assist the Director of the Delta Leadership Institute to prepare a weekly briefing on past week's activities and coming week's activities for COS;
- Prepare DeltaCorps hand-outs for meetings, board meetings and present information at meetings;
- Any other duties as assigned.

Experience and Qualifications

- A minimum of a High School diploma required. Associates or Bachelor's Degree from an accredited college or University, preferred;
- One (1) year of experience. Duties pertaining to office management, business management, or funding program management, highly recommended;
- Participation in national service programming such as AmeriCorps, Peace Corps, or any of the Armed Forces is preferred;
- Strong computer and internet skills, flexibility, excellent interpersonal skills, project coordination experience required;
- Ability to work well with all levels of internal management and staff, as well as outside clients and vendors; and
- Sensitivity to confidential matters will be required.

Compensation

Salary base begins at \$22,000, depending on salary history, education, and experience.

Submission Requirements

Interested candidates are asked to submit a copy of their qualifications and experience including the following elements:

- A cover letter of introduction
- A statement of qualifications (maximum 2 pages) or resume of experience

Submit via email to jobs@dra.gov or by first class mail to the below address, unless position description specifically outlines additional submission requirements.

Delta Regional Authority
ATTN: RESUME
236 Sharkey Avenue
Suite 400
Clarksdale, Mississippi 38614

Physical Requirements

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others;
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations;
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; and
- Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

Non-discrimination Clause

The DRA is an equal opportunity employer and contractor. Employment and contract decisions are based on merit and Authority needs. Employment and contract decisions are not based on race, color, national origin, ancestry, sexual orientation, sex (including pregnancy and gender identity), age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other prohibited basis. This policy affirms the DRA's commitment to

the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.