

POSITION AVAILABLE
ADMINISTRATIVE ASSISTANT
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

MAPA is the Council of Governments serving a five-county MAPA region (Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa) in transportation planning and community and economic development. MAPA is seeking a talented administrative assistant that enjoys a variety of tasks.

Essential Duties and Responsibilities:

- Receive the public and answer questions, in person and by telephone
- Prepare outgoing mail; sort and distribute incoming mail
- Assist in committee meetings and agency events (set-up/clean-up, agendas, minutes, registrations, etc.)
- Establish and maintain agency filing system including electronic files
- Order and maintain an inventory of office supplies
- Maintain agency database for newsletters and correspondence
- Assist Information Officer with agency communications
- Collect and maintain social media metrics on social media strategy
- Assist various departments in collecting, organizing, verifying accuracy and updating monthly reports, graphs, project status reports, etc.
- Assist in financial data entry

Requirements Include:

- High School diploma or GED and two years administrative assistant experience
- Ability to handle routine inquiries
- Must have strong organizational skills and be a self-starter. Ability to work independently and with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required.
- Good written and verbal communications skills and ability to work effectively with internal/external customers required.
- Proficient in Microsoft Word, Excel, and PowerPoint as well as email, calendars, scheduling, Facebook, Twitter, etc.

Anticipated starting salary: \$17.00 per hour plus generous benefits for 40 hours per week. MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE). Resumes and applications will be accepted until close of business March 12, 2018.

For more information on MAPA see our website www.mapacog.org .

Submit resume to: Melissa K. Engel
 MAPA Personnel Officer
 2222 Cuming Street
 Omaha NE 68102-4328
 or
 mengel@mapacog.org