



ADMINISTRATIVE ASSISTANT (PART-TIME)
DUE DATE: September 2nd, 2025

The Jo-Carroll Depot Local Redevelopment Authority (JCDLRA) is seeking a part-time Administrative Assistant to perform administrative and other tasks related to the development of the Savanna Industrial Park.

The applicant must have strong organizational skills, be able to work effectively and independently in a small team environment and exhibit sound strategic thinking skills. The applicant must be comfortable working on deadline-based tasks and timelines. The applicant will serve as a key member of the JCDLRA team and will report to the Executive Director and Deputy Director.

Requirements:

- Experience/proficiency with MS Excel, MS Word and Adobe Suite
- Basic knowledge of GIS platform administration and document digitization processes

Please emphasize project management skills, such as time and task tracking, budgeting, reporting, and basic administration of state and federal grants. This includes preparing performance reports and reviews.

Applicants must email their resume and cover letter highlighting relevant experience to admin@savannaindustrialpark.org. Applications are due no later than September 2nd, 2025.

The successful applicant will be notified as early as September 4th, 2025.