



# OPENCAPe

*Creating Regional Broadband Opportunities*

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## VACANCY NOTICE

**Date:** July 10, 2010  
**Position:** Administrative Assistant  
**Work Shift:** Monday-Friday; generally 8:30 a.m.-4:30 p.m. with occasional need for alternatives.

### **General Statement of Duties:**

Performs administrative duties for the Corporation related to the construction of the OpenCape System and execution of the company's associated grants. Work includes providing relationship support, supporting community outreach, compiling information and preparing reports, grants administration and reporting, maintaining records and files, processing correspondence, paying bills, assisting in the preparation of the budget, bookkeeping, and performing a variety of responsible administrative functions.

**Supervision Received:** Reports to the Chief Executive Officer

### **Responsibilities:**

1. Provides responsible administrative assistance to the Chief Executive Officer, Board of Directors, and Construction Coordinator, including preparation of correspondence, maintaining records and files, and the general flow of correspondence among the staff.
2. Maintains appointment schedule for the Chief Executive Officer and Construction Coordinator including office and off-site locations, and schedules meetings as necessary to facilitate accomplishment of Corporation goals and objectives associated with construction of the OpenCape System.
3. Assists and supports the Construction Coordinator in processing and validating contractor invoices and supporting documentation such as time sheets.
4. Processes invoices from contractors and vendors for payment after receiving validation of invoices from the Construction Coordinator.
5. Assists the Chief Executive Officer in the preparation of budget documents for discussion and approval by the Board of Directors; assists the Chief Executive Officer in his monthly review of the budget.
6. Attends all meetings of the Board of Directors and its Executive Committee, preparing meeting materials, keeping an accurate record of all Board actions and deliberations as may be required by grant-in-aid requirements and as is required by corporate record keeping requirements.
7. Prepares and maintains all grant records and files, compiles and processes all required grant and audit requirements to grant agencies and related governmental organizations.
8. Answers telephone, composes and replies to email, instant messaging, and other forms of social media, assists in maintaining the Corporation website to communicate information about the project, and assists in the preparation and publishing of press releases related to the project.

9. Assists in community outreach and relationship development by maintaining contact lists, assisting in the preparation of a quarterly newsletter, updating the Corporation website, fielding requests for and scheduling meetings with stake holders, and supporting conference type events that support the successful construction of the OpenCape network.

10. Documents staff payroll submissions and coordinates staff payroll processing with the contracted financial services and payroll companies.

**Qualifications:**

A candidate for this position should have a High School diploma or equivalent. An A.S. degree in administrative sciences is preferred with training in Office and Administrative procedures, and four (4) to seven (7) years of progressive office experience with an emphasis on recordkeeping, bookkeeping, office management, grant administration support or reporting.

A candidate for this position should have:

- Proficiency in the use of office productivity software such as the Microsoft Office suite.
- Skill and experience in organizing and basic office setup, particularly in a new office
- Competency in Quickbooks bookkeeping software and bookkeeping procedures
- Experience with grant administration and reporting
- Experience in organizing conferences and supporting public relations
- Excellent written, verbal and interpersonal communication skills with the ability to communicate complex subjects to those unfamiliar with the subject
- Ability to perform multiple tasks simultaneously, despite frequent interruptions
- Ability to work independently
- Ability to maintain confidentiality of information

**COMPENSATION:** Competitive salary commensurate with qualifications and experience. Includes participation in attractive employee benefits program.

**DEADLINE TO APPLY:** Immediate reply requested; applications to be reviewed upon receipt.

**APPLICATION PROCEDURE:** Submit letter of application, with email address, including a statement addressing the specific qualifications, resume, and three reference letters or contacts to:

Electronic copies are preferred and should be sent to: [info@opencape.com](mailto:info@opencape.com)

Hard copies may be sent to:  
OpenCape Corporation  
PO Box 762  
West Barnstable, MA 02668

Please visit our website at [www.opencape.com](http://www.opencape.com) for information about the OpenCape project.

**OpenCape Corporation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, creed, marital status, veteran status or disability status.**