



**Business Incubator Association
of New York State, Inc.**

POSTING FOR DEPUTY DIRECTOR'S POSITION- Operational Assistant

The Business Incubator Association of New York is a member-led association of over 100 business incubators and accelerators across New York State. The association was established in 2005 and provides networking opportunities, educational programming, and advocacy on behalf of its members.

BIANYS is interviewing candidates for the position of part-time Deputy Director/Operations Assistant. The successful candidate will be required to work 20 hours per week - 4 hours a day, 5 days per week. However, a flexible schedule may be discussed. The rate of pay being offered is approximately \$20–30 per hour based on experience. There are no fringe benefits associated with this position. The majority of the work may be done virtually. There may be some travel required to assist with statewide and regional events. All travel costs associated with this travel will be reimbursed. Travel would be infrequent.

The position of Operations Assistant with BIANYS delivers a remarkable opportunity for candidates interested in the inner workings of the entrepreneurial and innovation ecosystem across New York State. You will have opportunities to meet with statewide decision-makers, leaders of university-based and independent incubators and accelerators, and investors who work with founders in fields - from clean energy to cannabis, agribusiness to biotech, fintech to realtech and more - across New York State.

Deputy Director/Operations Assistant Duties and Responsibilities

The core duties and responsibilities of BIANYS' Operations Assistant will be to assist the Executive Director in the organization's daily operations. On any given day, they may perform a variety of tasks, such as:

- Manage social media accounts
 - Prepare communications: memos, emails, invoices, reports, and other correspondence
 - Manage membership billing and accounts via QuickBooks
 - Respond to calls, emails
 - Coordinate and schedule appointments and meetings; maintain calendars
 - Create communications/ webinars/ invitations on Canva, Eventbrite, Constant Contact
 - Create newsletter on Constant Contact
 - Create and maintain filing systems
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Operations Assistant Skills and Qualifications

In order to effectively perform various duties, an Operations Assistant must demonstrate a number of skills and qualifications. At the core, the OA is a support position, meaning that communications and decision-making are paramount. A few of the specific skills that all operations assistants should possess include:

- **Decision-making:** While the Operations Assistant will receive support and training from experienced BIANYS personnel, the OA will need to make independent decisions on a daily basis, addressing the best way to handle specific tasks.
- **Communications and collaboration:** An Operations Assistant must collaborate with other administrators, vendors and support personnel, management, and members on a regular basis.
- **Organizational skills:** Organization and prioritization are the core elements of the Operations Assistant's responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important in a given list.
- **Writing:** Spelling, punctuation and sentence structure are essential to an Operations Assistant, who must be proficient in a variety of styles, including creative, professional, technical, educational, and more.

Operations Assistant Salary Expectations

According to the job placement website Indeed, on average, an Operations Assistant in the United States makes about [\\$15.42 per hour](#). This post will pay approximately \$20-\$30 per hour, based on experience.

Operations Assistant Education and Training Requirements

BIANYS values experience, proven performance, attitude, skill set, and eagerness to grow and learn, more than a specified degree.

Operations Assistant Experience Requirements

While prior experience is not strictly required for work as an Operations Assistant, many employers value prior work in the field. This is because many professionals learn their major skills through on-the-job training, and a strong history of long-term work with other organizations can show reliability, responsibility and that you possess the skills you need.

To submit your resume, email: admin@bianys.com