

Jessica Grzechowiak



JAMIE DUBBERT

Jamie serves as the Office Administrator for the Ottawa County Improvement Corporation (OCIC), where she ensures the smooth and efficient operation of the office. She joined OCIC in March 2025.

In her role, Jamie handles a variety of administrative tasks with professionalism and discretion, ensuring the organization's daily operations are efficient and well-organized. Her responsibilities include managing schedules, handling correspondence, maintaining office supplies, and organizing files to keep the office running smoothly. She also oversees the preparation of reports and meeting materials, ensuring they are accurate and delivered on time. Additionally, Jamie plays a key role in coordinating office communication, serving as a reliable point of contact and providing essential support to the OCIC team to promote a cohesive and productive work environment.

In addition to her administrative duties, Jamie supports the Workforce Hub by managing student attendance, maintaining accurate student records, and coordinating with school contacts to keep information current.

Jamie also oversees OCIC's social media accounts, including those for the Business Advisory Council and Safety Council, where she develops and curates engaging content to strengthen OCIC's online presence and promote its programs, initiatives, and events. Her efforts help increase visibility and reinforce OCIC's position as a trusted resource for local businesses and the broader community.

A lifelong learner, Jamie has picked up many interests over the years, including camping, hiking, crocheting, baking, gardening, sewing, and photography. She cherishes spending time with her husband and visiting her family in Michigan whenever possible.