Administrative Assistant Job Description

We have an opening for a half-time administrative assistant to help manage our day-to-day operations. Responsibilities include basic bookkeeping, event support, database management, and general office support.

Purpose:
To support day-to-day operation of a small non-profit organization

Pay:
$18.00/hr

Schedule:
This a 20-25 hours per week position, Monday through Friday after school hours during the Waterbury public school year. There is some flexibility in scheduling. Can lead to full-time hours during the summer months July-August.

1. Administrative Support
This position is responsible for providing general administrative support as needed, including but not limited to:
- Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports
- Prepare payroll reports
- Purchase office supplies and keep storage room stocked and organized
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
- Maintain organizational files and documents
- Coordinate insurance coverage for the organization
- Serve as first point of contact for the organization
- Manage donor, membership, and program participant databases
- Perform general administrative support

2. Special Events
- Assist with scheduling of tours and field trips for youth programs including transportation
- Assist with coordination of event logistics
- Assist with marketing distribution lists

3. Communications
- Assist with print and electronic newsletters
- Assist with donor communications, including appeal and thank you letters
- Coordinate bulk mailings
- Maintain organizational archives
- Take on additional tasks as directed by the Executive Director and program coordinators

Qualifications:

Rivera Memorial Foundation, Inc. is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.
● Related experience; nonprofit experience a plus.
● Proficiency with spreadsheets, databases, and word processing. Familiarity with Quickbooks, Jumbula, and Google Drive a plus.
● Ability to multi-task and prioritize in a dynamic work environment.
● Strong attention to detail and ability to work as a team member with minimal supervision.
● Solid written and oral communication skills and excellent phone manner.
● Ability to understand and carry out oral and written instructions.
● Ability to read, write and speak English fluently. Spanish is a plus.
● Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
● Interest in and commitment to RMF mission is helpful.

To apply please complete the online application at rmfinc.org/jobs.