



RIVERA MEMORIAL FOUNDATION, INC.

186 Cherry Street
Waterbury, CT 06702
475-235-3182
www.rmfinc.org

Summer 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

Schedule:

This is a 40 hours per week position, Monday through Friday from June-August. Can lead to part-time hours during the after school months September -June.

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
- Confirm daily field trips
- Maintain and review participant records
- 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:

- Related experience; nonprofit experience a plus.
- Proficiency with spreadsheets, databases, and word processing. Familiarity with Quickbooks, Jumbula, and Google Drive a plus.

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.



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- 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.