Administrative Assistant JOB DESCRIPTION

The RISC Administrative Assistant will be supervised by the Lead Organizer and coordinate office administration in order to ensure organizational effectiveness and efficiency.

As Directed by the Lead Organizer, the Administrative Assistant shall:

- Sort, compile and enter data into our online database and excel spreadsheets
- Be the point person for RISC supplies, equipment and errands, and other tasks related to maintaining the office.
- Organize and schedule meetings and appointments as directed by the Lead Organizer.
- Coordinate paperwork / supplies for meetings and large assemblies.
- Assist with updating website / maintaining social media.
- Assist with organizational correspondence.
- Maintain organizational files.
- Help coordinate bookkeeping by depositing all checks / cash into the organization's bank account(s) and submitting receipts and other paperwork via an online platform to our RISC Bookkeeper.
- Other duties as assigned by the Lead Organizer.

HOURS

The Administrative Assistant will work 15-20 hours per week.

COMPENSATION

The Administrative Assistant will be compensated at the rate of $20 per hour, every other week, upon timely submission of weekly logs of hours.

TO APPLY

Applicants should send a resume, cover letter, and the names of two references via email to office@riscrichmond.org. Please, no phone calls. Materials must be received by Friday, April 12.