



## **Office Administrative Assistant JOB DESCRIPTION**

The RISC Office 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 (Nationbuilder) and excel spreadsheets
- Be the point person for RISC supplies, equipment and errands.
- Organize and schedule meetings and appointments as directed by the Lead Organizer.
- Coordinate event paperwork for large assemblies.
- Write and send thank you letters to corporate leaders and individual members.
- Conduct research on corporate drive prospects.
- Update website and social media.
- Uploading office materials / documents into Microsoft OneDrive for a paperless system.
- Other duties as assigned by the Lead Organizer.

### **HOURS**

The Administrative Assistant will work, on average, 10 hours per work week. Some weeks there may be work to do in excess of ten hours, and some there may be less.

### **COMPENSATION**

The Administrative Assistant will be compensated at the rate of \$15 per hour, twice per month, 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@risrichmond.org](mailto:office@risrichmond.org). Please, no phone calls. Materials must be received by Monday, December 28.