



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. This will require proficiency with the Microsoft Office Suite.
- Manage the RISC office, including keeping supplies stocked and running errands as needed.
- Order, transport and set up food at approximately 9-10 RISC meetings per year.
- Assist with logistics and tasks related to our four big RISC assemblies that take place throughout the year (ie contract with and ensure payment is made to vendors, help direct RISC volunteers at the event, etc ...)
- Prepare printed materials for meetings, training events, and large assemblies
- Assist with updating website / maintaining social media
- Assist with organizational correspondence
- Maintain physical and electronic organizational files
- Assist with 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

This is a 15 hours per week position. It is in the office (not remote), during daytime hours. There is some flexibility as to how the hours are divided up.

Preferred start date is in the second half of August!

COMPENSATION

The Administrative Assistant will be compensated at the rate of \$25 per hour, every other week, upon timely submission of weekly logs of hours.

TO APPLY

Applicants should send a resume and cover letter to office@riscrichmond.org. Please, no phone calls. Materials must be received by Friday, July 19th.