Administrative Assistant

The RISC Administrative Assistant will be supervised by the Lead Organizer and coordinate office administration in order to ensure organizational effectiveness and efficiency. This is a 15 hours per week position.

Key Responsibilities

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 and Google Drive.
- 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.
- 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 reports, receipts and other paperwork via an online platform to our RISC Bookkeeper.
- Other duties as assigned by the Lead Organizer.

Required Qualifications

Proficiency with Microsoft Office Suite
Proficiency with Google Drive
Spanish-language proficiency, particularly the ability to write, translate, and communicate effectively in Spanish. This is preferred but not a requirement for the position.

Compensation

$25 per hour

How to Apply:

Applicants are asked to fill out this application by Monday, November 30th.
Please, no phone calls.
