



RIVERA MEMORIAL FOUNDATION, INC.

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

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 25-25 hours per week position, Monday through Friday after school hours during the Waterbury public school year. There is some flexibility in scheduling. Can lead to full time hours during the summer months July-August.

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
- Coordinate insurance coverage for the organization
- 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.