*Rural Community Assistance Corporation*

**Job Description**

 ***Project Assistant***

**Classification:** *Grade B* **Department:** *Community and**Environmental*

**Status:** *Non-Exempt* **Supervisor:** *Rural Development Specialist III, CES*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board work to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Community and Environmental Department**

RCAC’s comprehensive community and economic development services support rural communities to create a vision, set goals and implement an action plan for community development projects. We work with rural water, wastewater and solid waste systems to make them sustainable. We work with the volunteer boards of directors and small system staff to make sure they comply with state and federal regulations and understand system finances and operations. Outcomes of RCAC’s work include: system regulatory compliance; access to resources for capital improvement projects; and capacity building for boards and staff on technical, financial and managerial best practices.

**Position Description**

This is an entry level position to develop skills and experience by providing technical support for a variety of contracts and grants. This position will focus primarily on providing assistance to Rural Development Specialists working on Median Household Income surveys (MHIs) in the state of California, including preparing mailings, coordinating with vendors, performing data entry for survey responses received and formatting final reports. The position will also support ongoing environmental work in California and elsewhere in RCAC’s footprint.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include but are not limited to:**

* Provide back-office support for environmental programs and projects
* Perform data entry and quality assurance/quality control
* Assist with document preparation
* Manage mailing lists and prepare general correspondence
* Prepare activity and outcome reports as required
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to troubleshoot, innovate and problem-solve
* Proficiency with desktop computers and programs, including Microsoft Office
* Ability to complete administrative and reporting requirements related to work responsibilities in a timely manner
* Motivated to provide excellent customer service
* Pay close attention to detail
* Ability to listen effectively and communicate professionally, verbally and in writing
* Ability to work with minimum supervision and effectively prioritize multiple tasks
* Ability to work in a team environment

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also may require light to moderate (up to 2 - 4 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position.

Experience:

One year of experience providing administrative assistance in an office setting or in environmental justice or utility operations (additional education may be substituted).

Education:

Associate’s degree (additional qualifying experience may be substituted for the required education).

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.