*Rural Community Assistance Corporation*

**Job Description**

***Administrative Specialist***

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

**Status:** *Non-Exempt* **Supervisor:** *Director, C&E*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so 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 Services Department**

RCAC’s comprehensive community and environmental 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 also work with small systems’ boards of directors and staff to make sure they comply with state and federal regulations, and understand system finances and operations. The department also supports economic development initiatives in the communities we serve through our Building Rural Economies program.

**Position Description**

The Administrative Specialist provides general support services to the RCAC staff, field staff and directors in the Community and Environmental Services Department. Major responsibilities include, but are not limited to: support department with administrative tasks, assist with data entry and extraction, provide scheduling and meeting support, and provide general office support.

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

* Coordinate routine daily functions of department
* Provide follow-up on requests for RCAC’s assistance
* Perform database entries and extract reports to document our activities
* Coordinate and schedule departmental meetings
* Arrange conference calls, web meetings, and webinars
* Provide general office support and serve as back-up for reception desk as needed
* Provide excellent customer service
* Perform other duties as assigned

**Skills and Qualifications**

* Proficiency with personal computers including Microsoft Office
* Effectively prioritize multiple tasks
* Ability to organize and prioritize work to meet established deadlines
* Ability to listen effectively and communicate, verbally and in writing
* Ability to work independently and in team environments
* Familiarity with rural and tribal community culture and social norms is desirable

**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.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

Experience:

One year of applicable experience in jobs that have included word processing, using spreadsheets, and a variety of related duties (education may be substituted for the experience).

Education:

Associate’s degree (additional qualifying experience may be substituted).

**Special Requirements:**

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