Rural Community Assistance Corporation

 **Job Description**

 ***Administrative Specialist***

**Classification:***Grade B* **Department*:*** *Communications, Development & Events*

**Status:** *Non-Exempt* **Supervisor*:*** *CDE Director*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit 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.

**Communications Development and Events (CDE)**

The CDE department raises funds, manages all communications, and coordinates events for the organization. Each year, the Development team raises more than $20 million to support RCAC’s work; the Events unit coordinates more than 600 trainings, workshops, conferences, and other events, both internal and external; and the communications team manages all marketing, publications and creates advocacy and social media materials.

**Position Description**

The Administrative Specialist provides general support to the CDE department. Major responsibilities include but are not limited to administrative tasks, materials preparation, shipping, scheduling, logistics support and data entry.

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

* Provide customer support for workshops and conferences
* Coordinate workshop materials and assist with registration
* Prepare general correspondence and reports, ship materials and maintain files
* Manage mailing lists, maintain documents and files
* Assist with document preparation and become an expert on RCAC’s style manual
* Proofread and prepare materials
* Compile attachments and various forms and package funding proposals
* Provide scheduling and meeting support and record and prepare meeting minutes
* Act as back up for reception desk and provide emergency coverage as needed
* Perform other duties as assigned

**Skills and Qualifications**

* Proficiency with computer software including Microsoft Office and Excel
* English language, grammar, spelling and punctuation
* Provide a high level of customer service
* Use initiative to trouble shoot and solve problems
* Organize and prioritize work to meet established timelines
* Effectively listen and communicate both verbally and in writing
* Work independently and within a team environment
* Relate well with the public and funders

**Physical Job Requirements**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals 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 two hours per day) to heavy (four 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 manipulate; 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 necessary to qualify for the position. A typical qualifying combination may include:

Experience

Five years of applicable experience in administrative support (education may be substituted for part of the experience).

Education

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

**Special Requirements:**

Possession of a valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.