



JOB DESCRIPTION

Job Title: **Administrative Assistant**

Reports To: Executive Director (ED)

Supervises: N/A

Status: Part-time, Non-Exempt, Hourly (24 hours per week; 8am-2pm - 4 days per week)

The Administrative Assistant provides high-level administrative support to the Executive Director and Senior leadership of Ronald McDonald House Charities of Southwest Virginia, as well as an administrative liaison to the Board of Directors. The Administrative Assistant provides administrative support, scheduling, coordination, and effective communications to and from RMHC's Board of Directors, staff, volunteers, and stakeholders. The position also involves administrative organization and special projects.

DUTIES AND RESPONSIBILITIES

Administrative Support

- Provide general administrative support and organizational assistance to ED and Senior Leadership.
- Manage office supply order process.
- Update donor information in databases.
- Provide administrative support for human resources related activities.
- Oversee and ensure office equipment is operational (copiers, postage meters, etc.).
- Assist with completing and submitting RMHC Global Reports and Audit documents.

Financial/Accounting

- Review/code/process invoices for approval and submit to accounting firm; manage invoice filing system.
- Anticipate and track monthly vendor invoices received by mail, online, on vendor websites, or directly from staff, and coordinate with managers for their approval of budgeted expenses.
- Prepare weekly deposits and input all receipts of cash. Work with ED and Senior Leadership to ensure that all funds are coded and recorded correctly.
- Review vendor invoices and merchant statements for accuracy and collect receipts from staff.
- Manage the vendor accounts/invoices, as needed (i.e. working with vendors to correct invoices).
- Code all expenses according to RMHC-SWVA Chart of Accounts for review by ED and Senior Leadership and submit all invoices and receipts to accounting firm.
- Maintain a vendor filing system and manage all vendor files.

Schedule & Coordination

- Schedule, coordinate, and manage the logistics for meetings for the board and board committees.
- Utilize Outlook Calendar, Microsoft Teams, and presentation programs and apps to plan, prepare and host Board and committee meetings.
- Prepare and coordinate board, staff, and donor meetings, agendas, event materials, set-up, technology, prepare food, and meeting details.
- Accurately track and maintain paperwork and records pertaining to the Board and committees.
- Maintain and update board, committee, and staff directories for distribution as needed.
- Gather and coordinate board and staff onboarding items, documents, and checklists.

Communications

- Ensure professional and courteous communications and correspondence with staff, board members, McDonald's owner/operators and liaisons, volunteers, donors, and community partners on behalf of leadership of RMHC.
- Coordinate communication between the board and staff, including responding appropriately to requests for information from board members and communicating to the board on behalf of RMHC's senior leadership.

- Help to ensure that board members are engaged in advancing RMHC's mission and have the necessary information to fulfill their board obligations.
- Prepare and edit correspondence, communications, presentations, and other documents when requested.
- Track and acknowledge in-kind donations in a timely manner.
- Track and acknowledge donations made in memory or tribute.
- Track and acknowledge other donations or campaigns when needed.

Additional Responsibilities

- Assist with daily House Operations, as needed:
 - Become proficient in operating and managing the House; working with families; handling family situation/issues with discretion, good judgment, and confidentiality.
 - Assist in answering phones, greeting visitors, being available to guest families, admitting/discharging families.
 - Processes all donations and room/merchandise payments.
- Attend all staff meetings as requested.
- Expected to have working knowledge of RMHC-SWVA policies and procedures.
- Work as a team member with all staff at RMHC, treating fellow staff members with respect and sensitivity to the requirements of the jobs. Interact with and show appreciation for our volunteers.
- Other duties as requested by the Executive Director and Development Director.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Computer Experience required. Proficient knowledge of Microsoft Office software.
- Previous experience with database management and data input a plus.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Clear cognitive and intellectual abilities to meet the demands of the position.
- Ability to balance multiple priorities to manage workflow, ensure completion of essential projects, and meet critical deadlines.
- Must maintain discretion with regard to confidentiality and privacy.
- Be dependable, flexible, and highly sensitive to and supportive of the mission of Roanld McDonald House Charities.

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).

Last Updated: 09/18/2023