

Ronald McDonald House Charities® (RMHC) of the Intermountain Area, Inc.
JOB DESCRIPTION

Title: **Administrative Assistant**
Current Employee: Open
Team: Executive/Admin.
Location: RMH / Salt Lake City, UT
Reports to: Chief Executive Officer
Classification: Part-time, Hourly Non-Exempt (20 hours per week)
Hours: Business Hours, some evening and weekend
Pay Grade: 120
Pay Range: \$17.10 - \$26.50 per hour

THE POSITION:

Job Description: The Administrative Assistant serves in a key position with the CEO and Senior leadership of Ronald McDonald House Charities (RMHC) Intermountain to help further RMHC's mission impact. The Admin. 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, record keeping and special projects.

ESSENTIAL RESPONSIBILITIES AND ACTIVITIES

Administrative Support

- I. Provide general administrative support and organizational assistance to CEO and Senior Leadership Team.
- II. Participate in regular meetings with CEO/Senior leadership to plan and prioritize administrative projects for following weeks and months.
- III. Assemble meeting packets, reports and documents.
- IV. Gather and track documentation for board and staff including background checks, confidentiality and conflict of interest documents.

Scheduling & Coordination

- I. Initiate and schedule in person and virtual staff and board meetings.
- II. Utilize Outlook Calendar, Zoom, and presentation programs and apps to plan, prepare and host meetings.
- III. Prepare and coordinate board, staff and donor meetings, agendas, minutes, copies, set-up, purchase and prepare food, files, name plaques, and meeting details.
- IV. Gather and coordinate board and staff onboarding binders, documents and checklists.

Communications

- I. Professional and courteous communications and correspondence with staff, board members, volunteers, donors and community partners on behalf of executive leadership of RMHC.
- II. Prepare and edit correspondence, communications, presentations and other documents
- III. Interact with RMHC stakeholders with the highest level of professionalism.
- IV. Initiate, coordinate and send staff and board birthday cards, gifts and correspondences.

Data, Record Keeping & Organization

- I. Organize and file digital and hard copy records.
- II. Take and distribute board meeting minutes, upload staff and board materials on shared drives with proper access, organization and data security.
- III. Maintain updated board and staff directories – and ensure updates are made within Salesforce.
- IV. Regularly order and restock office supplies and organize staff work rooms and workspaces.

Special Projects

- I. Coordinate and carryout special project-based work as requested.
- II. Support RMHC's mission with other duties as assigned.

Requirements:

- Exceptional written and verbal communication skills.
- Excellent organizational skills and demonstrated ability to work autonomously.
- Ability to solve problems and make decisions.
- Excellent community relations and interpersonal skills.
- Attention to detail and accuracy.
- Competency in a variety of computer applications, such as Microsoft Outlook, Word and Excel, PowerPoint, Zoom, as well as an ability to quickly learn and operate agency databases applications and spreadsheets.
- Ability to successfully pass criminal background check
- Willingness to meet health requirements.
- Passion for the mission of RMHC.
- 3+ years of experience providing administrative support.
- Bachelor's degree or equivalent experience preferred.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.