



Administrative Assistant Ronald McDonald House Charities of CT and Western MA

The mission of the Ronald McDonald House Charities of Connecticut and Western Massachusetts is to identify, create and support programs that directly improve the health, education and well-being of children and families.

Purpose of the Position:

RMHC CTMA is looking for an administrative assistant to join our dedicated team. The position is open to candidates who are detail-oriented, organized and possesses the ability to work quickly, accurately and under pressure. Candidates must be able to assist the executive director with various tasks: manage office activity, organize calendars, draft correspondences, report on meetings, in addition to addressing other duties as assigned. Candidates must display a positive attitude and have the desire to contribute to our mission and team, be self-motivated, and must be able to work in a high-volume environment. Discretion is necessary in this role.

Essential Elements:

Responsibilities Include

- Organize calendars;
- Assist with gift processing;
- Help prepare for Advisory Council, Board and House meetings;
- Accurately record meeting minutes;
- Proficient with various software, including word processing, spreadsheets, databases, and presentation software;
- Read incoming memos, submissions, and distribute them as needed;
- Make travel arrangements;
- Coordinate Board of Director meetings and communications;
- Perform office duties that include ordering supplies and managing a records database;
- Open, sort and distribute incoming mail, emails, and other correspondence, and
- Provide general administrative support.

Qualifications, Skills and Expertise Required

- Minimum Bachelor's degree in a related field or equivalent combination of education and work experience.
- In-depth understanding of entire MS Office suite.
- Ability to work in a fast-paced, team-oriented work environment
- Flexible schedule with extended hours may be required
- Excellent communication skills (verbal and written) and customer service experience with donors and volunteers
- Ability to multitask, organize daily workload by priorities and meet deadlines in a fast-paced ever-changing environment.

- Capability to understand and operate constituent software system
- Proficiency in typing, knowledge of basic computer functions

Working Conditions and Physical Effort:

This position has some physical demands that include:

- Standing for community functions
- Sitting, viewing computer monitors, and utilizing a keyboard
- Reliable transportation.

HOURS: Full-time, 40 hrs. Week – Monday-Friday/ some nights and weekends required
(Must have the ability to work flexible hours when needed)

Benefits:

Position offers generous benefits' package.