

Royse City ISD Education Foundation Administrative Assistant

Job Title: Administrative Assistant- Director

Exemption Status: Nonexempt

Reports to: Department Director Assigned

Days: 226

Primary Purpose:

Ensure efficient operation and administrative/secretarial services for the RCISD Education Foundation, its Board and its donors. Provide general administrative support to the Executive Director and Board of Directors through office management, communications, event coordination, website management and responsibilities related to the Foundation.

Candidates must possess a strong work ethic, enthusiastic attitude, excellent communication skills, well developed organizational/planning abilities.

Minimum Experience:

Two years or more of advanced secretarial experience; preferably in non-profit environment.

Qualifications:

Education/Certification:

- High school diploma or GED
- Non-Profit Experience or Certifications preferred
- Associate Degree or Bachelor's Degree preferred

Special Knowledge/Skills:

- Proficient typing, word processing (MS Word), Excel, Google and file maintenance skills
- Excellent organization, communication, and interpersonal skills
- Ability to use computer and software to develop spreadsheets, database management for tracking of funding, and produce word processing documents
- Understanding of nonprofits
- Event Planning
- Customer Service and Donor Relations
- Graphic Design & Marketing
- Event coordinating and planning
- Able to work efficiently with direct (supervisor) or indirect supervision (Executive Committee)
- Bookkeeping knowledge
- Collaborate and works well with others
- Self-Motivated
- Detail Oriented

Major Responsibilities and Duties:

1. Support and assist Director with Monthly Meetings, Annual Events and all Foundation programs
2. Prepare written correspondence, mailers, forms, schedules, calendars, and reports using PC or handwritten as directed (i.e. director and donor IRS receipts and thank you notes, prospect letters for the annual drive campaign, academic recognition banquet, and other events as directed, grant evaluation summaries, recognition certificates & awards, etc.)
3. Maintain calendar of events for Board of Directors
4. Prepare meeting/workshop materials, meeting agendas, and other communication materials using PC as directed
5. Assist Director in planning, organizing and working all events
6. Assist Director in maintaining receipts and check requests for the Foundation
7. Assist Director in maintaining updates on all Foundation communications mediums (i.e. website, social media, notebooks, etc.).
8. Schedule rooms, catering, travel, custodial, transportation, and maintenance services for all Foundation needs.

Files

1. Maintain physical and computerized files including applications, agendas, minutes, corporate record book, and bank records.
2. Update Foundation handbooks, policy manuals, and other documents as assigned.
3. Update Website information, director training information, director files, and related documents as needed.
4. Digitize all past documents per retention policy

Accounting and Inventory

1. May prepare and make bank deposits.
2. May be responsible for maintenance of bank register.
3. Assist in maintaining the database for donor tracking and reporting to committees and the full Board of Directors.
4. Perform routine bookkeeping tasks to maintain Foundation financials.
5. Order, receive, and safely store office supplies and equipment.

Other

1. Maintain confidentiality of all RCISD Education Foundation and RCISD information.
2. Attend all meetings and Foundation events, as assigned.
3. Travel with Director to conferences for professional development.
4. All other duties as assigned.

Compensation and Hours

1. Full Time
2. Compensation dependent on qualifications and experience
3. Pay Rate: \$20.00-25.00 an hour
4. 37.5 hours per week
5. Some weeks could require more than 37.5 hours for special events or meetings

Supervisory Responsibilities:

None

Equipment Used:

Computer and other peripherals, printer, copier, and fax machine

Working Conditions:

Ability to work from home with internet access is required.

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress. Regular lifting, Repetitive hand motions. Occasional prolonged and irregular hours, including nights or weekends