

Administrative Assistant

Job Title: Administrative Assistant

Organization: Rhode Island Black Storytellers

Location: Providence, Rhode Island

Salary: Consultant, \$20 Hourly

Start Date: ASAP

Hours: Flexible, with 10 hours minimum to start

Contact (send resume to): vtutson@ribsfest.org

Job Description: Rhode Island Black Storytellers (RIBS) is seeking an Administrative Assistant (EA) who is deeply committed to the RIBS mission and vision, and who works well in a fast-paced environment. This part-time consulting position will start with a minimum of 10-15 hours weekly. The EA provides high-level administrative support to the Executive Director (ED) and also works directly with the Business Manager. (For more information about RIBS, please visit our web site at ribsfest.org)

Job Duties:

- Provide administrative support to the Executive Director (ED) by composing and preparing correspondence, handling information/program requests, tracking expenditures, completing expense reports, arranging conference calls, screening phone calls, scheduling meetings and managing a highly active calendar of appointments, programs, and presentations. Serves as "gatekeeper" and "gateway", creating win-win situations for direct access to the Executive Director's time and office.
- Attend weekly staff meeting, monthly board meeting; send timely meeting notices, agendas and packets.
- Provides support with donor acknowledgement, correspondence and outreach.
- Maintains a safe, clean, and efficient office environment.
- Communicates directly and on behalf of the ED with board members, staff, storytellers and others on programmatic matters.
- Researches, prioritizes and follows up on incoming issues; determines appropriate course of action, referral, or response as needed with the direction of ED.
- Keeps ED well informed of upcoming commitments and responsibilities.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the ED's ability to lead the organization effectively.
- Develop, maintain and update an efficient documentation and filing system (electronic and hard copy).
- Maintain and update all social media sites, calendars, and agency website.
- Work with Business Manager to retrieve, record, and deposit all income.
- Update mailing list; Order office supplies; Maintain and update software
- E-marketing: provide timely dissemination of newsletter and emails, works with the communications/social media team; Email timely reminders to registrants.

Experience/Qualifications

- EXCEPTIONAL ORGANIZING SKILLS required as THE TOP PRIORITY for this position: someone who is expert at managing details, can organize files (electronic and paper) by creating easy-to-use systems, and can keep an updated and accurate calendar. All other qualifications follow from this skill.
- 2+ years related experience.
- Sense of humor and love of Black storytelling
- Expert-level written and verbal communication skills
- Multi-tasker: can prioritize multiple requests while maintaining attention to detail.
- Follows-through on projects to successful completion – on time.
- Ability to be flexible and perform work under time pressure.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability

- Highly resourceful team player, with the ability to work independently
- A forward-looking thinker who actively seeks opportunities and proposes solutions.
- Must have and maintain valid driver's license.
- Must be able to lift up to 20 pounds without assistance.

Skills:

- Strong proficiency in Microsoft Office suite, Adobe Acrobat, Google Drive (including docs, sheets and forms), and Constant Contact
- Proficiency in Social Media web platforms: Facebook, Instagram.
- Knowledge of Wordpress and Squarespace to update online platforms
- Experience using standard office equipment (phone, fax, copier, scanner)

Employee Accountability

- Presents a professional image as a representative of RIBS.
- Maintains a high degree of confidentiality relative to work performed.
- Establishes and maintains effective professional working relationships with staff, tellers, Board members, partner agencies, and the community.

BIPOC encouraged to apply. RI Black Storytellers is an Equal Opportunity Employer.