

POSITION: RHRCO Executive Assistant

MINIMUM QUALIFICATIONS:

- ✓ An Associate's degree or higher plus 3 years of related experience (or an equivalent combination of education and experience).
- ✓ Excellent written and oral communication skills.
- ✓ Demonstrated ability with formal professional communications.
- ✓ Highly proficient with Microsoft Outlook and Microsoft Word.
- ✓ Demonstrated ability with Microsoft Excel and Microsoft PowerPoint.
- ✓ Must be given to detail and highly organized.
- ✓ Demonstrated experience working on cross-functional teams.
- ✓ Be self-directed and able to work in a fast-paced environment with minimal supervision.

WORK LOCATION: Predominately virtual, with travel no more than 20% of the time. Must be willing to travel to Harrisburg, PA upon request. Must be willing to attend in-person meetings scheduled by the RHRCO/A.

JOB DESCRIPTION:

Executive Leadership Support:

- Support RHRC executive staff with scheduling and calendaring
- Assist leadership with agenda prep for internal and external meetings specific to the RHRCO/A.

Governance Support:

- Support the RHRCA and RHRCO Board of Directors as the delegated Secretary
- Leads the scheduling of Board of Director meetings for both the RHRCO and RHRCA.
- Publishes agendas and minutes for board and committee meetings in partnership with the Executive Director.
- Ensure public notifications for board meetings are made in compliance with Act 108 (RHRCA forming legislation)
- Assist with board material preparation as may be requested by executive leadership

RHRCO Administrative Support

- Manages the scheduling of Summits and meetings sponsored by the RHRCO/A in cooperation with executive leadership (meeting space, meal arrangements, etc.)
- Supports the production of meeting materials as may be requested by various program (grant) team members.
- Supports overall administrative needs of team members upon request
- Processes payroll for RHRCO staff in cooperation with the RHRCO's payroll vendor
- Serves as the liaison between RHRCO staff and its HR vendor.
- Facilitates payment of invoices received by RHRCO vendors in cooperation with the accounting vendor, including oversight of the accounting@rhrco.org email account.
- Coordinates w/ PA Treasury as required for the processing of payments that must flow through the Commonwealth's Treasury.
- Assists with management of the RHRCO SharePoint Site, including the archiving of organizational, legal, and compliance documents.
- Supports the process of securing appropriate legal agreements and contracts on behalf of the organization.

Grant Support

- Assists with the management of grant funding and processing of invoices for technical partners supporting various grant programs as requested, or until such time as a grants administrator is hired.
- Assists with scheduling of meetings specific to grant awards upon request of the Project Director in the absence of a Project Manager.
- Supports grant reporting requirements including the management of the Grants.gov website.
- Supports the grant application process as requested by the Grant Writer, including the management of federal websites (SAM) as may be needed.

Performs other duties as assigned.

If this position is of interest to you, please send a cover letter accompanied by your resumé to RHRC leadership at Support@RHRCO.org

