

**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](mailto: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](mailto:Support@RHRCO.org)**

