

## **Administrative Assistant Job Description**

Status: Part-time, non-exempt, 20 hours per week  
Wage: Competitive salary commensurate with experience, plus benefits (See below)  
Reports to: Executive Director  
To apply: Send a cover letter and current resume to [personnel@racdc.com](mailto:personnel@racdc.com) with subject line: Administrative Assistant. This position will remain open until filled.

### **Position Description:**

Located in Randolph, VT, the Randolph Area Community Development Corporation (RACDC) is a 501(C)3 charitable nonprofit non-profit organization that provides affordable housing, senior wellness services, downtown revitalization, and other economic development services to the Greater Randolph VT Area. Our dynamic team seeks a part time Administrative Assistant for general office duties including filing and file management, upkeep of the BOD books and requisition books. As well as other diverse sets of duties which may include utilization of organization skills, light housekeeping, and preparation for special events.

### **Equal Opportunity Employer:**

RACDC practices equal opportunity in housing, employment, and other business practices. We welcome diversity and support career development. Candidates who do not feel they meet all qualifications listed are still encouraged to apply. Aptitude, strong skills in some areas, a commitment to RACDC's mission, and a strong motivation to learn and take the necessary training can substitute for experience in some areas. RACDC is committed to promoting diversity and opportunity for everyone in our community and in our workplace.

### **Core Position Responsibilities:**

- Answer the phone and emails.
- Filing
- Help with special events as needed.
- Accounting and record keeping duties.
- Preparation of invoices and requisitions.
- Assist staff with projects or programs as needed.
- Attend Meetings
- Work independently and as part of a team to carry out job duties.
- Other duties as assigned.

### **Qualifications:**

- A High School diploma or equivalent education is required.
- Prior office experience preferred.
- Strong oral and written communication and networking and/or community organizing skills with an ability to reach a variety of audiences in an authentic and inclusive manner.
- Competency with Microsoft Word, Excel, Outlook, Adobe, Smartsheets.
- Willingness to learn new technologies and skills.
- Ability to manage a variety of tasks

### **Important Skills and Personal Assets:**

- Solid organizational skills and attention to detail.
- Proven ability to exercise sound judgment, show initiative in problem-solving, and achieve goals.
- Ability to manage time effectively and work independently.

- Ability to work well in teams and possess the ability to be a cheerleader and bring a sense of humor and positive can-do attitude to the work.
- The successful candidate must have the physical and mental abilities to perform the essential job duties listed here. However, reasonable accommodation may be extended to help perform those duties. The job entails some evening and weekend work, travel and long periods of sitting at a desk and computer work. While performing the essential duties of this job the successful candidate may have to use hands and fingers, walk, stand, reach, or lift up to 25 pounds. Occasional travel to meetings and presentations.

**Compensation & Benefits:**

This is a part-time/non-exempt position (20hr/week). RACDC's benefit package includes:

- Employer sponsored dental and vision
- Reimbursable work-related travel expenses
- Annual evaluation and raises based on performance
- Professional development opportunities

**RACDC Standards of Conduct: As a representative of RACDC, I will...**

- Demonstrate a commitment to the mission and values of RACDC, including justice and equity.
- Represent RACDC in a positive way by showing respectful in communication with others.
- Handle and protect highly sensitive, confidential information to protect the privacy of others.
- Adheres to all safety practices, rules and standards throughout the workday.
- Contribute positively to a professional and respectful office environment.

**RACDC Mission Statement**

Randolph Area Community Development Corporation (RACDC) is a nonprofit organization that unites the community behind initiatives which strengthen our region's social and economic assets, in order to enrich quality of life, instill pride and build confidence. We do this by promoting sound development practices and investment, creating affordable housing options, preserving environmental and historic resources, and leading in the revitalization of downtown and village centers.