



JOB DESCRIPTION – Administrative Assistant

Overview

Rockland Community Foundation is seeking a qualified individual to assist with administrative activities as described. This position will provide exposure to a broad range of activities associated with and supporting the day-to-day marketing of the Rockland Community Foundation, as well as other responsibilities as time allows.

The ideal candidate should be a responsible self-starter, highly accurate, results-oriented and capable of juggling multiple projects. While administrative responsibilities will be the primary focus of the position, there will be ample opportunities to assist in other facets of the Foundation's work including the writing/ dissemination of press releases, helping to update materials, managing social media and keeping the website current.

This is a salaried position, for 3 days a week (days TBD), 20-25 hours per week. Activities will take place during normal business hours at the RCF's Haverstraw satellite office. Some after-hours meetings may occasionally be required. A reliable car is required.

Administrative Responsibilities

- Assist with general correspondence
- Retrieve mail and phone messages and direct them accordingly
- Maintain database lists
- Assist with the processing of new funds
- Assist with the processing of grant requests and dissemination of related checks paperwork as required
- Set up and maintain organization files; maintain the Foundation's Dropbox
- Assist in the planning, organization and implementation of fundraising events, typically two per year
- Local errands for the Foundation as required (examples: pick up checks from bookkeeper, drop off materials to board members or pick up donation checks from fund holders)
- Disseminate acknowledgement letters to donors

Marketing and Public Relations Responsibilities

- Maintain materials and folders for distribution
- Assist in the creation, writing and dissemination of press releases
- Take photos at events
- Maintain the web site
- Create and disseminate email blasts
- Assist with social media activities
- Provide support materials to the board of directors as required

Technical Proficiency

- Mac (preferred) or PC
- Word, Excel, PowerPoint
- Website creation/updating experience is preferred but not mandatory
- Experience in utilizing email platforms such as Constant Contact is preferred but not mandatory
- Experience posting to Facebook and LinkedIn

For more information, or to submit a resume, contact

Susan Lynne, Development Director

slynne@rocklandgives.org

www.rocklandgives.org