

Ronald McDonald House Charities® (RMHC) of the Intermountain Area, Inc.
JOB DESCRIPTION

Title:	Administrative Assistant
Current Employee:	OPEN
Team:	Executive/Admin.
Location:	RMH / Salt Lake City, UT
Reports to:	Chief Executive Officer
Classification:	Full-time, Hourly, Non-Exempt
Hours:	Weekdays in-person, with the possibility of limited remote work. Some evening and weekend support for special events.
Pay Grade:	120
Pay Range:	\$17.70 - \$23.00 starting rate per hour, depending on experience

THE POSITION:

The Administrative Assistant serves in a key position with the CEO and the Senior leadership team at Ronald McDonald House Charities (RMHC) Intermountain, to help support and further RMHC's mission impact. The Administrative Assistant provides executive support for RMHC's leadership team and staff, along with effective communications and coordination with RMHC's Board of Directors, volunteers, donors, hospital partners, and stakeholders. The Administrative Assistant schedules board meetings, prepares meeting packets, and is responsible for meeting preparation, set up, communication correspondence and record keeping.

PRIMARY DUTIES AND RESPONSIBILITIES:

Administrative Support

- Provide general administrative support and organizational assistance to CEO and Senior Leadership Team
- Participate in regular meetings with CEO/Senior leadership to plan and prioritize administrative projects for following months
- Assemble meeting packets, reports, and documents
- Organize and purchase office supplies
- Gather and track documentation for board and staff including background checks, confidentiality and conflict of interest documents, and engagement
- Organize and file digital and hard copy records
- Draft and distribute board meeting minutes, upload staff and board materials on shared drives with proper access, organization, and data security
- Maintain updated board directories and calendars – and ensure timely updates are communicated and documented
- Regularly order and restock office supplies and organize staff work rooms and workspaces

Staff Support

- Set up spaces and purchase food and/or supplies as needed for staff, department, committee and other meetings and events

Scheduling & Coordination

- Initiate and schedule in person and virtual staff and board meetings

- Prepare, host, and coordinate board, staff and donor meetings agendas, minutes, copies, set-up, purchase and prepare food, files and name plaques
- Coordinate board and staff onboarding, to include gathering necessary documents, and checklists

Communications

- Professional and courteous communications and correspondence with staff, board members, volunteers, donors, and community partners on behalf of executive leadership of RMHC
- Prepare and edit correspondence, communications, presentations and other documents
- Interact with RMHC stakeholders with the highest level of professionalism and discretion
- Coordinate and send board birthday cards, gifts, and correspondences

Special Projects

- Coordinate and carry out special project-based work as requested
- Provide project management to engage staff members and volunteers to set goals, create and document schedules, track progress and complete projects
- Participate in Development & Event Support to help RMHC exceed revenue and event goals
- Offer creative assistance to help produce mission-based events
- Support for RMHC's mission with other duties as assigned

Requirements:

- 2+ years of experience providing administrative support
- Bachelor's degree or equivalent experience preferred
- Exceptional written and verbal communication skills
- Excellent organizational skills and demonstrated ability to work autonomously
- Ability to solve problems and make decisions
- Excellent community relations and interpersonal skills
- Attention to detail and accuracy
- Excellent knowledge in Microsoft Outlook, Teams, Word and Excel, PowerPoint, Zoom, as well as an ability to quickly learn and operate new systems and programs
- Commitment to confidentiality and professionalism with sensitive information
- Ability to successfully pass criminal background check/sex offender registry check and willingness to meet RMHC immunization requirements due to the proximity with vulnerable patients
- Passion for the mission of RMHC

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.

Ronald McDonald House Charities is an equal opportunity employer and values a diverse workplace.