



Position Announcement

JOB TITLE: Administrative Assistant - Hybrid (Part-time)	DIVISION: Administration
SUPERVISED BY: Sr. Project Assistant	STATUS: Non-Exempt
PAY RANGE: \$15.00 - \$19.00 per hour	

Job Summary

This is a hybrid (part-time) position for weekdays between the hours of 8AM-5PM. The Administrative Assistant is a specialized secretarial and clerical work position. The employee is responsible for assisting the CDC Office with general, customary, secretarial and a variety of clerical tasks that require the use of specialized skills and other talents. The employee works with considerable independence within the scope of established laws, rules, regulations, and procedures. Work requires the exercise of professional judgment and application of thorough knowledge of the organization, programs, and goals, and meeting a wide variety of work problems involving continual public contact and both inter- and intra- agency relations.

- Hybrid (1-2 days in office)
- Flexible schedules (20-30 hours/per wk.)
- Benefits not offered
- Laptop and cell phone provided

Supervision Received/Exercised

The Sr. Project Administrator supervises work performance for the position listed.

Essential Duties and Responsibilities

1. Role primarily provides support for Executive Director and Sr. Project Assistant.
2. Coordinates internal/external meetings, conferences and assists with appointments for the office staff.
3. Maintains detailed calendars and prioritizes meeting requests and related logistics. Coordinates travel arrangements and processes expense reports in a timely manner.
4. Takes, reviews, and prepares minutes for all board and committee meetings; prepares notices and packets.
5. Receives and responds to correspondence.
6. Receives, records and files project applications and proposals as required.
7. Prepares necessary records, proposals, and reports.
8. Answers phone calls, screening calls to the appropriate staff members and answers inquiries regarding the business of the organization.
9. Occasionally greets customers and vendors, determine the nature of visit, and contact appropriate person.

RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION

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10. Composes correspondence independently.
11. Filing shredding, labeling items appropriate to the policy and procedure
12. Maintains general records and files in accordance with Florida Statutes, federal regulations, and nonprofit rules.
13. Prepares special reports as requested.
14. Perform other duties as assigned.

Additional Duties and Responsibilities

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related to or a logical assignment for the position.

Necessary Skills, Knowledge and Abilities

- Knowledge of office environments and nonprofit agencies
- Knowledge and skillful in application of modern computer software, including e-mail and internet browsing, secretarial techniques and practices.
- Advanced skills in Outlook and other MS Office programs (Excel, Word, PowerPoint)
- Knowledge and skillful in the sound principles underlying human relations
- Ability to learn quickly and take on new responsibilities
- Ability to type 40 wpm
- Thorough knowledge of business English, spelling, punctuation, and modern office practices and procedures; responsibilities and nature of confidential secretarial work.
- Considerable knowledge of agency rules, regulations, and procedures; functions and personnel; and, the ability to apply these to complex work problems and situations
- Working knowledge of principles of office administration and clerical needs
- Working knowledge of basic business bookkeeping
- Ability to compose effective and accurate correspondence and to deal with non-routine matters, such as completing complex work with minimal instructions
- Ability to handle highly sensitive, confidential and non-routine information.
- Self-starter with excellent anticipation skills; problem solving; follow-up.
- Assemble and organize data, and prepare composite reports from such data.
- Promote a harmonious atmosphere and smooth flow of business in and out of the office
- Strong interpersonal skills; comfortable working with people at all organizational levels, the public and able to adapt to diverse perspectives and styles
- Must have excellent judgement; independent thinker and resourceful
- Assume responsibility and execute the director's orders and instructions with diligence

Special Requirements

Mandatory pre-employment physical and drug tests. Mandatory proof of Covid vaccinations. Florida Driver's License required. The Riviera Beach CDC maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes

Minimum Education, Certification, and Experience Requirements

High School diploma or GED or equivalent diploma, and at least (3) three years of administrative experience is required; or an equivalent combination of training and experience. Experienced in typing and other administrative/clerical subject matters.

Tools and Equipment

All office equipment including but not limited to: computers and software, typewriter, calculator, fax machine, voice recorder, and copier.

Physicals Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although work is performed in an indoor setting, general outdoor assignments may be assigned. Employee will occasionally be required to reach with hands and arms. Required to stand, walk, and use hands to fingers, handle, feel or operate objects, tools, or controls.

The employee must frequently lift and or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions:

To be considered for this position, you must submit the following:

1. A cover letter summarizing your interest and specifically addressing the qualifications outlined in this job announcement.
2. A current resume

All applications must be transmitted electronically by 5pm, April 4, 2022. Applications should be sent via email to mnugent@rbcr.com

Questions about this job announcement or submitting an application may be directed to Ms. Annetta Jenkins at ajenkins@rbcr.com or 561-844-3408.