



RAINBOW DAYS, INC.

Job Description ADMINISTRATIVE ASSISTANT

TITLE: Administrative Assistant

REPORTS TO: Executive Director

POSITION DESCRIPTION SUMMARY: The Administrative Assistant will serve as an ambassador of the culture of Rainbow Days. By greeting guests, answering phones and providing overall administrative support to Rainbow Days, a nonprofit organization in Dallas, the Administrative Assistant will be a part of a dynamic and friendly team that is positively impacting children's lives. Duties will include: answering phones, checking mail, ordering supplies, assisting with database entry and management, sending correspondence, preparing materials for meetings, and other duties as assigned.

To be successful as an Administrative Assistant, candidates should be professional, friendly, polite, and attentive while also being accurate. Rainbow Days' Administrative Assistants must be proficient using Microsoft Office products, general office tasks, and excel at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of other and have a strong ability to multi-task.

ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:

- Serve as an ambassador for the friendly and caring culture of Rainbow Days
- Answer phones and greet visitors.
- Handle general office tasks, such as filing, making copies, generating reports and presentations and ordering office supplies.
- Assist with database management and donor correspondence.
- Assist with tracking inkind donations
- Provide real-time scheduling support by booking appointments and preventing conflicts.
- Making meeting arrangements, including reserving room and food, setting up, cleaning up and preparing materials and handouts.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

EDUCATION/TRAINING/WORK EXPERIENCE/SKILLS REQUIREMENTS:

- Demonstrated skill and work experience in a similar position.
- Demonstrated knowledge and/or experience of Microsoft Office Suite and CRM Software.
- Good people skills, including a friendly, helpful and welcoming demeanor.
- Demonstrated organization and time-management skills, including the ability to manage multiple competing priorities and projects.
- Strong writing and editing skills.
- Meticulous attention to detail.
- Excellent computer skills, especially typing.
- Desire to be proactive and create a positive experience for others.
- Demonstrated ability to work independently with high level of reliability
- Experience working with culturally diverse populations.
- Bi-lingual a plus.

In addition to the above, the Administrative Assistant shall demonstrate a commitment to the philosophy and goals for Rainbow Days and a level of energy commensurate with Rainbow Days expectations.

EVALUATED BY: Executive Director

WORK SCHEDULE: Part-time position: 25 hours per week. Schedule is flexible within the normal business week, 9:00 am – 5:00 pm – Monday – Friday

SALARY: \$18,000 - \$25,000 depending on experience and skill set.

TRAVEL: When needed, the Administrative Assistant may attend meetings or run errands locally and he/she will be reimbursed for his/her local travel at a rate of \$.50 per mile up to the maximum monthly mileage allowance. There will be no out-of-town travel.