



Job Title: Executive Assistant

Job Description:

A part-time position, 15 - 20 hours/week, that is responsible for supporting the work of RocACTS by providing basic administrative tasks and reporting to RocACTS Board/President, and Executive Director/Organizer.

Responsible to:

Board President/Executive Director

Reports to:

Board President/Executive Director

Qualifications:

The ideal candidate will have:

- Associates degree or equivalent
- Strong interpersonal and relational skills with the ability to relate to diverse faith traditions, cultures, and ethnic communities
- Commitment to Social and Economic Justice
- The capacity to multi-task, work independently as well as collaboratively with wide range of people.
- Ability to work flexible schedule as needed
- Excellent phone and organizational skills
- Computer literacy including effective use of Constant Contact and other data bases
- Proficiency in data entry and keyboarding skills
- Excellent organizational skills

Compensation:

Compensation based on experience. RocACTS is an equal opportunity employer.

Responsibilities:

- Maintain Constant Contact database
- Assist in preparing written communications, reports, meeting agendas and summaries, and other written documents as needed
- Maintain RocACTS calendar
- Update website regularly
- Make social media posts when requested
- Be responsible for filing records and ensuring an effective filing system
- Perform other administrative duties, such as ordering/purchasing supplies, inventorying supplies, and other duties as assigned
- Support Treasurer
- Participate in training, including tutorials provided by RocACTS, national organization