



## **Administrative Assistant**

### **WHO WE ARE:**

Neighborhood Resource Center is a nonprofit located in the east end of Richmond, in Greater Fulton. Our mission is to build relationships, share resources, and develop skills to enhance lives in Greater Fulton through our Core Programs: Education, Nutrition, Financial Opportunity Center, and Community Organizing. We utilize enrichment opportunities to spark the academic, social and emotional development of young people and adults. Through our learning garden, our cooking and nutrition classes, and our partnerships with cultural arts organizations, we inspire youth and adults to be creative artists, courageous allies, critical thinkers, and confident leaders in their community.

### **WHO WE WANT:**

We're looking for a highly motivated, collaborative and proactive person who can help us stay organized. This position requires someone who has a growth mindset, uses a strengths-based approach to their work, and values experience and passion as a critical part of creatively working to support the operations of the NRC. Applicants should have a can-do attitude, flexibility, excellent organization and interpersonal skills, and the ability to interact with diverse staff at all levels. We want someone who is solutions-oriented, a creative problem solver, finds opportunities to have fun at work, and believes that all people deserve equal opportunities and are valued for their unique life experience.

### **KEY RESPONSIBILITIES:**

The Administrative Assistant provides the overall support for our center and will work closely with the NRC Executive Director and all NRC staff. NRC's work has shifted tremendously in response to COVID-19, so this person would help us as we begin to reopen the interior of our physical building to our neighbors.

#### **Administrative Support for Volunteer Coordination:**

Maintains the administration and coordination of NRC's volunteer program including data entry, background checks, and recruiting and orienting volunteers.

#### **Administrative Support for Programs**

Provides intake, scheduling/registration, outreach, basic referrals and other support for all programs at NRC.

#### **General Administrative Support**

- Answers and directs phone calls
- Organizes and maintains NRC calendars



- Maintains inventory and orders office and program supplies
- Manages office equipment, vendors/printers
- Monitors Gmail and front desk e-mail accounts

#### Other Duties

- Overall greeter for neighbors, volunteers and vendors as they arrive at the physical building
- Maintains kitchenette area, front desk, and overall building organization

#### **EXPERIENCE:**

College education is not required.

- Demonstrated understanding of best practices for organizational operations
- Minimum 3 years of experience in an administrative support role is required
- Excellent verbal and written communication skills
- Exceptional organizational and planning skills
- Demonstrated high professional standards, initiative, and integrity
- Experience working with adults and youth in a trauma-informed way
- Must be able to balance working independently and being a team player
- Proficiency with Word and Google Suite and an aptitude for learning new technology and systems
- Ability to prioritize and navigate workload in response to organizational needs
- Occasional evening or weekend work may be occasionally required

#### **WHAT WE OFFER:**

The hourly pay range for this part-time, grant-funded position is \$16.90-\$18.50/hr. We also offer paid time off, professional development, and a fun and flexible work environment. The normal work schedule for this position will be 9:00 AM- 3 PM, Monday through Friday, but hours may shift slightly as the center re-opens.

*Neighborhood Resource Center is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect the communities we serve to apply, including individuals with disabilities and/or people of color.*

#### **TO APPLY:**

Take some time to familiarize yourself with our organization, what we do, and what we believe in. Then, if this seems like a community you'd like to be a part of, please email your resume and a cover letter (required) with salary requirements to [jobs@nrccafe.org](mailto:jobs@nrccafe.org). Posting will remain open until filled.