



## **About the Organization**

Miss Ruby's Kids provides our community with early literacy education and mentoring using evidence-based research, curriculum, and parental coaching to ensure all Miss Ruby's Kids enter school with an equal start. Parents/caregivers will be equipped to confidently engage in their children's education and foster a lifelong love of learning. Our core values represent our shared sense of purpose and our ingrained into the Miss Ruby's Kids Culture.

## **Job Summary**

Miss Ruby's Kids is looking for a part time (up to 30 hours a week) Administrative Assistant. The Administrative Assistant will work alongside campus staff to support the overall mission of Miss Ruby's Kids while assisting with day-to-day functions.

## **Responsibilities**

- Provide timely clerical and organizational support to the Executive Director, program staff, and Board of Directors.
- Provide clerical support as needed or requested to the MRK Board of Directors and committees.
- Analyze and organize office operations and procedures such as typing, flow of correspondence, filing, and other clerical services.
- Manage aspects of organizational finances:
  - Coordinate daily mail pickup and banking with ED and Director of Finance
  - Make deposits, scan all transactions to Director of Finance
  - Manage phone and online payment processing through Donor Database, as needed with Donors
  - Manage donor records and fundraising database in donor database including sending all acknowledgements and receipts to Donors, Funders and Grantees as required.
  - Assist ED in Donor Database records, emails, reports, data
- Assist with the maintenance of various records and data files.
- Manage & document information technology
  - Software management (antivirus, backup, network, Microsoft)
  - Office technology
  - Record all computer inventory, software, contracts, warranties
- Support Executive Director in the various stages of grant writing.
- Manage MRK's social media presence across different platforms.
- Improve operational management systems, processes and best practices.

- Purchase materials, plan inventory and monitor usage.
- Assist with the planning and execution of MRK events.

### **Work Assignment / Review / Responsibility**

Work functions will be assigned and reviewed by the Executive Director of MRK. The ability to work independently without constant supervision as well as critical decision-making capabilities are an integral part of the responsibilities of the position.

### **Operation of Equipment**

The position requires that the incumbent have a thorough understanding of the operations of a personal computer including software such as Microsoft Word, Excel, Publisher, and PowerPoint. Familiarity with donor database software is preferred.

### **Education, Training and Experience Requirement**

The minimum education level is a High School Diploma.

The minimum preferred work experience for this job is two years in a similar office/clerical position. The preferred work experience for this job is three years in a similar office/clerical position.

Required training includes:

- Orientation to PC+ History and Theory
- Orientation to MRK Policies and Procedures
- Orientation to MRK History, Staff and Board
- Child Abuse/Neglect Prevention and Reporting Training
- Other training and orientation as required

### **Working Conditions**

While performing the responsibilities of the Office Manager's job, the employee is required to talk and hear. The employee is often required to sit and use his/her hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, or crouch. Vision abilities required by this job include close vision. While performing the responsibilities of the Office Manager's job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Administrative Assistant job.

### **How to Apply**

Send your resume with the subject line "Administrative Assistant" to [nbrockington@missrubyskids.net](mailto:nbrockington@missrubyskids.net).

For more information check out our website: [www.missrubyskids.net](http://www.missrubyskids.net)