



SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION

NOTICE OF AVAILABILITY

September 2022

Working Title: RSVP Administrative Assistant
Department: Retired & Senior Volunteer Program
FLSA: Non-Exempt
State Classification: Administrative Assistant II
Salary Group: A11 - Class No.0152 (\$26,332 - \$41,355)
Availability: Present – Until Filled

GENERAL DESCRIPTION

Performs routine (journey-level) administrative support work. Work involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Prepares and disseminates information concerning agency programs and procedures.
- Prepares, edits, and distributes correspondence, surveys, reports, studies, forms, and other documents.
- Maintains and assesses filing, record-keeping, records management systems & routes mail daily.
- Coordinates general office duties such as ordering supplies, taking inventory & maintaining organization.
- Coordinates meetings, conferences, and seminars; Records minutes for Advisory Council meetings.
- Assists in the planning and execution of program events.
- Assists in development of and reviews administrative and technical policies and procedures.
- Compiles, reviews and edits data in charts, graphs, database, and prepares summaries or reports.
- Must be able to work in a fast-paced environment and multi-task efficiently.
- Must learn Volunteer Reporter software database and ensure accurate input of volunteer & site information.
- Exceptional relationship building skills targeted at ensuring teamwork and customer service.
- Exceptional communication and writing skills.
- Will answer and route phone calls, take messages, and greet visitors.
- Will assist with the research and editing of agency publications such as brochures, newsletters, forms, manuals.
- Spreads awareness of program and its mission; Will attend health fairs, community meetings & events, etc.
- Responds to inquiries and explains rules, regulations, policies, and procedures.
- May develop, edit, and review training materials.
- May manage and maintain schedules and travel arrangements for Director & Volunteer Coordinator.
- May perform basic bookkeeping work.
- Performs related work as assigned.



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in administrative support work required. Graduation from a standard senior high school or equivalent is preferred. Experience & education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures. Must be punctual & attend work regularly.

Skill in the use of standard office equipment and software. Must have experience with MS Word, Excel, PowerPoint and Publisher.

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.

SEND RESUMES TO:

Golden Triangle RSVP

Attn: Hannah Klauss

Email: hklauss@setrpc.org

AN EQUAL OPPORTUNITY EMPLOYER