

Preserve Rhode Island Job Description

Title: Administrative Assistant

Summary: The Administrative Assistant provides administrative support to PRI's Executive Director and for Preserve RI's meetings, preservation programs, events and initiatives. The ideal candidate is a motivated self-starter who is energized by the opportunity to support a small non-profit organization's daily and annual activities. The ideal candidate has a BA; strong writing, verbal and organizational skills, at least 5 years' experience providing administrative support and office management in an office setting; and is excited by the opportunity to work within a small non-profit organization that tackles big preservation challenges every day.

Roles and Responsibilities: The Administrative Assistant reports to the Executive Director. This part-time position supports PRI's Executive Director and organizational operations including:

- **Schedule and Coordinate Meetings:** Organize appointments, meetings, etc. for the Executive Director; manage the Executive Director's and Board calendars, ensuring all necessary materials are prepared in advance.
- **Maintain Filing Systems:** Maintain organized filing systems for both physical and digital documents, ensuring records are easily accessible and up-to-date.
- **Data Entry and Database Management:** Input and update information in databases and spreadsheets, ensuring accuracy and confidentiality of sensitive information.
- **Prepare Reports and Presentations:** Assist in creating reports, presentations, and other documents by gathering data and formatting information to ensure professionalism.
- **Handle Administrative Tasks:** Perform various administrative duties such as managing office supplies, processing invoices, and maintaining budgets to ensure the office runs smoothly.
- **Manage Office Communications:** Serve as the primary point of contact for internal and external communications, including answering phone calls, responding to emails, and greeting visitors to maintain a professional atmosphere.

Required Qualifications:

- BA in business, history, historic preservation or related field
- 5+ years' work experience as an Administrative Assistant, Office Manager and/or in a similar role
- Competence with Microsoft 365 programs, Adobe Acrobat and office equipment
- Ability to prioritize tasks and manage time efficiently to handle multiple responsibilities
- Strong, proven writing, research and verbal communication skills
- Ability to work independently and to plan, execute and manage multiple concurrent projects with general oversight and guidance
- Attention to detail
- High degree of initiative; maturity of judgment
- Excellent people skills; ability to work as part of a team
- Excellent organizational and time management skills

- Positive, up-beat, can-do attitude that embraces new challenges and thrives in a workplace in which no two days are the same
- Must have valid driver's license

Preferred Qualifications:

- Experience working with membership-based, small nonprofit organizations
- Passion for and knowledge of Rhode Island's historic resources.