



RMHA Office Assistant Position Description

Reports To: RMHA Office Manager

Position Type: Non-exempt, Part Time 15-20 hours/week; \$13/hour

The Office Assistant is responsible for completing a variety of administrative support and clerical functions, as well as assistance with social media and website posting for the RMHA. Work involves routine duties or tasks and is completed according to well-defined, established procedures involving limited complexity and some degree of independent judgment. Work is performed under direct leadership from the Office Manager.

EDUCATION AND/OR EXPERIENCE

The individual interested in this position should have equestrian background, have had some college courses, be proficient in Microsoft Office Suite Tools (Word, Excel, PowerPoint, etc.), must have the ability to copy, scan and file; and have familiarity with social media platforms. This individual must work well with others. Good written and oral communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Be available for 15-20 hours/work each week.

- Respond to email and telephone queries and direct clients to the appropriate individual as required.

- Assist in preparing notes and other material needed.

- Assist in the administration of programs and committees.

- Posting on social media platforms and updating website.

- Various administrative duties including copying, filing, scanning, and ordering supplies.

- Assist in the document formatting and editing of reports, plans and presentations.

- Assist with invoicing and purchasing.

- Assist in meeting set-up/take down.

- Any other reasonable duties as requested.

Please send resume and letter of interest to: admin@rmhorse.com
