

## JOB DESCRIPTION



**JOB TITLE:** Administrative Assistant, Special Events  
**SUPERVISOR:** Development Director  
**CLASSIFICATION:** Non-Exempt, Part Time

**POSITION SUMMARY:** The Administrative Assistant to Special Events is responsible for assisting the Development Department in the planning, coordination and implementation of Ronald McDonald House Charities of Central PA's (RMHC-CP) internal and external special events. This position will support advancing the organization's brand and increasing community and donor engagement with RMHC-CP. Our ideal candidate will be able to provide outstanding customer service and assist in creating memorable events that meet the organization's intended goals and expectations.

### **COMPETENCIES:**

Communication and writing skills, Inter-personal/team effectiveness, Self-Starter, Administrative/Organizational Excellence, Action oriented and Results-driven, Ability to manage multiple projects efficiently, Computer competency and personable demeanor.

### **JOB DUTIES and RESPONSIBILITIES:**

- Maintain event databases, platforms and electronic files
- Process event related monetary and in-kind donations
- Organize and prepare event auction forms, coordinating photos and item descriptions for bidding site
- Track income and expenses and complete event reconciliation documents at event conclusion
- Compose and generate donor acknowledgements for all donations received for special events
- Create criteria and pull mailing lists for event related mailings and collaborate with Marketing & Communications manager to complete
- Process mailings being handled internally
- Schedule and prepare documents for event committee meetings, attend as necessary
- Communicate with event sponsors gathering all information needed prior to events
- Oversee event registration and support day-of event set-up
- Work on post event activities to evaluate success and challenges
- Cross-train on Administrative Assistant to Development position and fill in as needed
- Assist with any additional special event components as directed by the Development Director
- Commitment to compliance with all insurance, legal, health, and safety obligations

### **QUALIFICATIONS and EXPERIENCE:**

- Strong project management and problem-solving skills
- Excellent written and verbal communication skills
- Minimum of two to three years related experience
- Proficient working knowledge of Microsoft Office
- Passion for the RMHC-CP Mission
- Associates degree is preferred
- Clean PA State Police, PA ChildLine and FBI fingerprinting clearances required.
- Valid driver's license, auto insurance and cellular phone are required.

### **WORK SCHEDULE:**

- The person hired for this position will have an opportunity to set their schedule, but hours worked must fall between Monday and Friday and be between the hours of 8am – 5pm. Ideally, the 20 hours would be split across 3 or 4 days. Greater flexibility with hours will be needed around events.