

Administrative Assistant

Position Overview

Title: Administrative Assistant

Reports to: Executive Director

Status: \$25/Hourly, Nonexempt

Rocky Mountain Women's Film (RMWF) is looking for an Administrative Assistant to support the Executive Director with clerical support, event planning, and customer engagement. The ideal candidate is efficient, detail-oriented, positive, and enjoys team work and maintaining workplace and customer relationships.

Essential Duties

Clerical:

- Data entry in Excel, Airtable, and Neon One
- Run reports on ticket sales, survey results, and event registration
- Order office supplies as needed

Event Planning:

- Manage the Packing List for all events (update list and order necessary items)
- Coordinate with lead volunteers that they have what they need for events
- Coordinate with Marketing Contractor and Graphic designer on Comms Calendar
- Drop off necessary supplies at event venue if needed
- Purchase supplies for in house events

Customer Engagement:

- Manage newsletter creation and distribution
- Respond to email inquiries
- Support the Executive Director with sponsor, volunteer, and the general public requests

Other job duties as assigned by the Executive Director and as they relate to the above job description.

Required Qualifications

- Passion for the mission of RMWF
- Experience with Google Drive, and Customer Relationship Management (CRM) software such as Neon One
- Experience with Airtable or similar comms calendar

- Strong project coordination skills with the ability to successfully multitask and manage multiple projects simultaneously and under pressure, sometimes under tight deadlines
- Excellent interpersonal skills, with the ability to interface and communicate effectively with a wide variety of constituencies: volunteers, sponsors, filmmakers, and media
- Excellent writing and speaking skills, including accurate grammar, spelling, and punctuation
- Ability to work independently
- Must reside in El Paso County

Schedule and Other Conditions

- The schedule and hours for this position fluctuate depending on organization needs. At certain times, including prior, during, and post Festival and special events, the schedule may involve longer hours.
- The employee will work from home and at the RMWF office. The employee will need to have reliable transportation, include a vehicle to run errands, attend off-site meetings, and support event operations.
- RMWF may modify this job description, including the job duties listed, at any time. This job description is not intended to be a contract of employment (expressed or implied).
- Employment in this position is at-will employment, which means that either the employee or RMWF may discontinue employment at any time, with or without cause and with or without advance notice.

Rocky Mountain Women's Film is an equal opportunity employer. We celebrate and respect diversity and are committed to creating an inclusive environment for all employees. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.