



**NEVADA RURAL COUNTIES RETIRED AND SENIOR VOLUNTEER PROGRAM
ADMINISTRATIVE ASSISTANT
JOB ANNOUNCEMENT**

TITLE: Administrative Assistant
PAY CLASS: Part-time
REPORTS TO: RSVP Program Director
LOCATION: Carson City, NV

Nevada Rural Counties RSVP Program, Inc.'s mission provides lifesaving volunteer programs that help seniors and adults with disabilities maintain independence with dignity. RSVP provides well-trained volunteers that assist seniors including the homebound elderly, caregivers, veterans, and adults with disabilities with lifesaving services in the fifteen rural Nevada Counties.

JOB SUMMARY

Under the supervision of the RSVP Transportation Manager, the Administrative Assistant is in charge of conducting day-to-day organizational tasks and facilitating efficient communication. The Administrative Assistant answer phones, manage transportation calendars, update databases, and completes general clerical work and recordkeeping tasks.

KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Receiving and responding promptly to phone and email messages regarding services provided by RSVP.
- Provide client-driver match, transportation coordination, driver orientation, and training. Responsible for vehicle maintenance and reporting for all RSVP vehicles in accordance with RSVP and NDOT policies, keeping the vans fueled and clean.
- Screen telephone callers and respond to routine requests for information on procedures and systems relating to assigned responsibilities.
- Organize and maintain filing system; maintain records related to the assigned area of responsibility.
- Provide Notice of Privacy, client intake, and support, surveys; maintains client files and enter client applications into SAMS and VR, annual assessments, service plans, and reassessments as needed.
- Operate a variety of office equipment including a computer; input and retrieve a variety of data and text
- Conduct volunteer training
- Perform other duties and/or projects as assigned.

QUALIFICATIONS FOR THIS POSITION ARE AS FOLLOWS:

- Perform varied clerical duties including telephones, filing, email, and data entry including Excel.
- Perform procedures in an organized and accurate manner.
- Demonstrate sound oral and written communication skills.
- Experience in working with the elderly and volunteers helpful.
- Experience with various forms of office software and equipment.
- Maintain accurate records, files, and reports.
- Strong leadership skills.
- Good people skills

COMPENSATION: \$17.00/hour x 20 hours/week

Please send a cover letter and resume to
Nevada Rural Counties RSVP Program, Inc.
2621 Northgate St., Suite 6
Carson City, NV 89706
or call 775-687-4680 for email address.