

Job Description	
Position Title	Administrative Assistant
Reports To	Managing Director, CFO & Office Manager
FLSA Status	Non-Exempt
Version Date	May 2023
Introductory Period	6 months
Position Information	
Assignment Category	Regular, Full time
Location	Providence, RI
General Background	
<p>Rhode Island Infrastructure Bank is Rhode Island’s central hub for financing infrastructure improvements for municipalities, businesses, and homeowners. We leverage limited capital in a revolving fund to offer innovative financing for an array of infrastructure-based projects including water and wastewater, road and bridge, energy efficiency and renewable energy, and brownfield remediation. These quality-of-life projects improve the State’s infrastructure, create jobs, promote economic development and enhance the environment.</p>	
Job Description Summary	
<p>Under the supervision of the Office Manager, Managing Director and CFO, the Administrative Assistant’s primary responsibilities include providing administrative support, receptionist and program administrator duties for Business Development, Administration & Finance operations of the Bank. This position provides office services and support by implementing administrative systems, procedures, policies and monitor administrative projects.</p>	
Key Functions and Duties	
<p>General Administration</p> <ul style="list-style-type: none"> • Plan, coordinate, and manage all administrative procedures and systems. • Develop, review, and improve administrative systems, policies, and procedures. • Organize and coordinate all staff and management meetings and zoom events. • Support and assist the Office Manager with planning of Board meetings, organizational retreats, social activities, partner or funder dinners, parties, and holiday events. • Assist the Managing Director and CFO with managing and reviewing corporate credit card charges as well as supporting the team’s expense report submissions. • Manage and organize the organization’s physical and digital archives and files; oversee and catalog items in storage. • Assist in planning and logistics of staff meetings, on-site and external events, annual staff events, and special projects/initiatives to advance organizational goals and objectives. • Arrange travel plans (flights, hotels, etc.) for staff as needed. • Meet supply needs for colleagues, including supporting office needs for physical offices. • Assist with special projects as needed and manage other tasks as assigned. 	

- Coordinate the maintenance of office equipment.
- Assist with the coordination of RFP's.
- Coordinate "State" procurement procedures.

Marketing and Public Relations:

- Manage relationships with external vendors to manage website, annual reports and other Bank publications.
- Ensure deliverables are accurate and adhere to key timelines.

Other Duties:

- Complete special assignments and projects at the request of the Managing Director and/or CFO
- Liaise with management team in planning and leading employee recognition programs, staff retreat, holiday event, staff birthdays etc.
- Manage office equipment and staff technology needs (telephone, copier, email and zoom accounts etc.), cloud storage assessment/transition, and equipment acquisition and replacement requirements in coordination with outsourced IT service provider.
- Serve as liaison with IT consultant and troubleshoot software issues, wireless network, and access.
- Maintain Access cards, parking and office access (purchase, add, delete/cancel, etc.)

Qualifications and Experience Profile

- Requires an Associate's degree or advanced certification in a related field preferred.
- 5 years of administrative experience in an office environment
- Effective interpersonal and relationship building skills, including the ability to work with management and a variety of other parties, at all levels, internally and externally.
- Strong attention to detail and organizational skills. Ability to produce quality professional material withing deadlines. Can work well under pressure.
- Ability to perform responsibilities accurately and independently with minimal direction. Able to prioritize work, multi-task and has effective time management skills.
- Entrepreneurial self-starter, with high emotional intelligence, curiosity, and a desire to work collaboratively. Works well independently, as well as a member of a team. Flexible and adaptable, ability to work in a fast paced, changing environment.
- Proficiency with the following technologies is preferred: MS Office (including Excel and PowerPoint), project management platforms, records management systems.

Work Environment / Physical Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Employment Details

- Excellent benefits package, including generous time off, health insurance coverage, medical, dental, and vision, retirement, and paid leave.
- Competitive compensation package commensurate with experience and skills ranging between \$48,000 - \$60,000.

To Apply

- Submit a brief cover letter describing why you are the best fit for this position along with resume to careers@riib.org. Incomplete applications will not be considered.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Rhode Island Infrastructure Bank is an equal opportunity employer. It is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The Company will conform to the spirit as well as the letter of all applicable laws and regulations. The Company will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.

Note: External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.