



**RGISC.ORG**  
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# JOB LISTING

**Position:** Office Administrator

**Location:** Laredo, TX (must be based in Laredo)

**Hours:** 30 hours, PT position with potential to extend into full-time work

**Salary:** \$18-\$20 hour commensurate with experience.

**Benefits:** Company benefits, Paid holidays, Paid time off

**Location:** In-person

## RGISC

Founded in 1994, the Rio Grande International Study Center is a hard-hitting and fast-moving environmental advocacy group whose mission is to protect and preserve our only source of drinking water, the Rio Grande, and our regional environment for present lives and future generations. Our focus areas are water security, habitat protection, community engagement, and climate impacts. Choices we make today, combined with RGISC's efforts to conserve this vital river ecosystem and the biodiversity that it sustains, will directly impact its survival and our community's well-being for years to come.

## POSITION OVERVIEW

The Office Administrator oversees day-to-day office operations for our dynamic nonprofit to help us meet our strategic environmental and river initiatives for the Laredo area. This includes bookkeeping duties, clerical support, logistics for our Board of Directors, and supporting our CPA and Executive Director to ensure financial accountability of the organization. The Office Administrator reports to the Executive Director.

*This position requires a willingness to work hard, take direction, and be resourceful, organized and a team player.*

Specific responsibilities include:

1. Undertake basic financial management tasks including:
  - Tracking key donor, member, and vendor contact information and payment data
  - Processing of checks, deposits, invoices, payroll and recurring bills through Quickbooks
  - Reconciling monthly bank statements
  - Input and analyze data in various program databases and spreadsheets
  - Assist CPA with processing monthly, quarterly, and federal payroll tax reports
2. Provide logistical and other support for Board and other meetings including:
  - Arranging meeting schedules and logistics
  - Supporting the compilation and distribution of meeting documents

3. Oversee key office management tasks including:
  - Working closely with the Development Director to manage the CRM database (donors, members, volunteers)
  - Tracking of timelines and calendars
  - Maintaining an updated, well-organized filing system for physical and electronic files
  - Supervising the use and maintenance of all office equipment
  - Ordering all necessary office and maintenance supplies
  - Tracking of staff work hours and days off
  - Tracking and updating RGISC social media platforms, as needed
  - General administrative and clerical support
4. Support the Executive Director including:
  - Arranging meetings and calls
  - Assisting with special projects
  - Providing clerical support with filing grant proposals, and other financial reports.
  - Maintaining an organized, harmonious, and well-run office workspace.
  - Performing other work duties, as assigned by the Executive Director.

## QUALIFICATIONS & SKILL SETS

- Bachelor's degree preferred
- At least 1 year administrative experience
- Proficient in Quickbooks desktop a MUST, or obtain certification within 90 days
- Experience with Microsoft Suite: Word, Excel, PowerPoint, Outlook - a MUST
- Effective time management, organizational and multitasking skills - a MUST
- Strong communications skills in English and Spanish
- Fluency with online technology and virtual meeting applications
- Ability to work with diverse groups of people
- Ability to work independently and in close collaboration with others
- Commitment to maintaining confidentiality
- Ability to work occasional weekends or evening hours.
- Maintain a valid Texas Drivers License, valid insurance and reliable transportation.

### **Application Instructions**

- Send your CV or resume (maximum 2 pages) with names and contact information for three references to: info@rgisc.org.
- Important: Please ensure that your documents are saved in one file, with the following format: YOURNAME\_RGISC ADMIN\_DATE.
- Accepting applications until position is filled.

*RGISC is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.*

