

Role: Administrative Assistant at RYLA

Position Overview: The Administrative Assistant at RYLA is a key support role responsible for ensuring smooth and efficient operations throughout the leadership program. This position involves a variety of tasks including managing logistics, coordinating communication, and providing administrative support to the RYLA directors and leadership team. The ideal candidate is organized, detail-oriented, and capable of handling multiple responsibilities in a fast-paced environment.

Key Responsibilities:

- **Logistics Coordination:** Assist in the planning and execution of daily activities, including scheduling, transportation arrangements, and supply distribution.
- **Budget Management:** Assist in tracking expenses, maintaining records, and adhering to the program budget to ensure efficient use of resources.
 - **Record Keeping:** Maintain accurate records of participant information, attendance, and other essential data. Ensure that all documentation is up-to-date and easily accessible.
- **Support RYLA Leadership:** Provide administrative assistance to RYLA directors, with registrations, reservations, and material coordination.
- **Event Planning:** Assist in the coordination of special events, workshops, and other program-related activities for the week of camp. Outside of camp, this includes setting up venues, arranging for necessary equipment, and liaising with external vendors for Rotary-related functions throughout the year.
- **Inventory Management:** Assist in monitoring and managing supplies and materials. Ensure that inventory is well-stocked and reorder supplies as needed

Qualifications:

- Excellent organizational and multitasking abilities.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Strong problem-solving skills and attention to detail.
- Ability to adapt to a dynamic and fast-paced environment.

Preferred Qualifications:

- Experience working in a leadership program or educational setting.
- Familiarity with event planning and coordination.

Work Environment:

The position is **REQUIRED** to be at Luccock Park outside of Livingston Montana for the week of camp, with a mix of remote work the rest of the year. The Administrative Assistant will work closely with staff, participants, and parents to ensure a successful program experience.