

## **The Rico Center**

### **Administrator & Social Media Coordinator**

#### Job Responsibilities & Duties

##### **Administrative Duties**

Take minutes at monthly meetings.

Manage the Google Drive by keeping orderly and up to date with agendas, meeting minutes, grant spreadsheet, board member contact info, applications, reports, taxes, etc.

Maintaining The Rico Center website Calendar with local events and announcements.

Assist with compiling documents necessary for annual BOCC meeting.

Checking PO Box and email and responding or presenting to Board as needed.

Assist during Grant season (Oct.-Dec.) with organization and execution of receipt and review process and the creation and distribution of award letters.

Follow up with awardees throughout the year for updates, photo opportunities, and liaison.

##### **Social Media**

Website- Keep calendar updated, upload meeting agendas one week out, upload monthly meeting minutes within 1 week post, update photos and documents.

Facebook- Maintain active presence, post updates, events, and meetings to Rico Bulletin Board and other appropriate groups.

Instagram- Create an account, maintain active presence.

This position is being posted at \$25/hour and requires 10-20 hours per month depending on the grant cycle.