

**Position Title: ADMINISTRATIVE ASSISTANT (Part-Time)**

**Location:** CCRSRI – 1500 Old Cape Charles Road – Cape Charles, Virginia (On-site)

**Reports to:** Executive Director and/or Executive Committee of the Board

**Compensation:** \$18–\$20/hour, commensurate with experience

**Schedule:** This part-time position offers 20–30 hours per week, typically scheduled Monday through Saturday between 8:00 AM and 8:00 PM. No Sunday hours are required. While some scheduling flexibility may be needed based on building usage, we are committed to providing a consistent and predictable schedule, coordinated with the Executive Director and shared in advance.

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## Organizational Overview

The CCRSRI is a nonprofit opening a new community hub located in the historic Cape Charles Elementary (a Washington-Rosenwald School) on Virginia’s Eastern Shore. Rooted in values of inclusivity, lifelong learning, community engagement, and social justice, the CCRSRI brings people together to learn, grow, and thrive through programs in education, entrepreneurship, wellness, and culture.

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## Position Summary

The **Administrative Assistant** provides essential day-to-day support to help ensure smooth operations at the new center. This position is ideal for someone who is organized, detail-oriented, and passionate about serving the community. The role includes general administrative tasks, basic bookkeeping support, event logistics assistance, and communication coordination.

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## Key Responsibilities

- Serve as first point of contact for visitors, phone calls, and general inquiries
  - Support scheduling for staff, partners, and meeting spaces
  - Maintain office supplies, files, and organizational systems
  - Assist with data entry, document preparation, and digital filing
  - Help track donations, memberships, and program registrations
  - Coordinate logistics for small events and meetings (e.g., setup, RSVPs, signage)
  - Assist with social media scheduling and basic email communications
  - Provide occasional support with grant reporting or board materials
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## Qualifications

**Required:**

- High school diploma or equivalent
- Strong organizational and communication skills
- Proficiency with Microsoft Office, Acrobat and Google Workspace
- Comfort with learning new systems (e.g., CRM, donor databases)
- Ability to handle sensitive information with discretion

- A friendly, community-focused attitude and willingness to pitch in as needed
- Residence on the Eastern Shore of Virginia

**Preferred:**

- Prior experience in nonprofit, educational, or office settings
  - Familiarity with Canva, Constant Contact, QuickBooks, or similar tools
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**To Apply**

- Please email your **resume and a brief cover letter** to [info@ccrosenwaldschool.org](mailto:info@ccrosenwaldschool.org) or at <https://ccrosenwaldschool.org/job-openings>. Applications will be reviewed on a rolling basis, with priority given to those received by July 18<sup>th</sup>.
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