



RSI

POSITION AVAILABLE: ADMINISTRATIVE ASSISTANT (Part-Time)

Do you have great administrative and bookkeeping skills that you want to use in a non-profit or law-related environment? If so, you may be the right person for RSI's Part-Time Administrative Assistant.

RSI designs, conducts and evaluates court alternative dispute resolution programs as a way to improve access to justice. We need someone who can keep our books, pay our bills, take minutes, write letters, organize and implement administrative projects, and generally keep us organized and moving forward.

DUTIES & RESPONSIBILITIES

- Complete all bookkeeping (AP and AR) in QuickBooks, in accordance with GAAP, and accurately file all receipts and supporting documentation
- Format, enter and maintain accurate data and information
- Ensure RSI staff and programs have the tools and supplies necessary to perform their work
- Maintain clear communications with staff, the Board and stakeholders
- Work with the Administrator and Executive Director to support RSI operations and staff function
- Organize meetings, travel, and events, from simple conference calls to multi-day events
- Organize and implement projects, such as RSI's annual Year-End Appeal
- Draft and prepare documents such as thank-you letters and meeting minutes
- Troubleshoot IT problems when they arise
- Coordinate the hiring process for staff and interns
- Coordinate all calendars, deadlines and meetings for staff and projects

The Administrative Assistant is a part-time position, working an average of 15 hours/week, and significantly more one to two weeks per year. The work schedule will be designed collaboratively with their supervisor, the RSI Administrator, who works remotely. The Assistant will be paid \$17-18 per hour and will receive paid sick leave. The Assistant will be employed by RSI and will work in our Chicago office, located at 11 E. Adams.

QUALIFICATIONS

- Associate's Degree or higher preferred, or at least 2 years of experience in a related field such as bookkeeping or office administration
- Ability to work independently to meet deadlines while maintaining strong communication and attention to detail
- Ability to multitask amid evolving priorities; flexibility in supporting an evolving organization
- Knowledge of basic bookkeeping is necessary, experience with QuickBooks is preferred
- Proficiency with standard office tools such as Microsoft Office is necessary; CRM or database experience is a plus
- Ability to pass a background check

APPLICATIONS

Applications will be reviewed on a rolling basis. We are looking for an Administrative Assistant to start as soon as possible. Only individuals who are being invited to continue in the RSI selection process will be contacted. Please submit cover letter and resume to careers@aboutrsi.org. RSI is an equal opportunity employer.

THE RSI MISSION

The mission of RSI is to strengthen access to justice by enhancing court alternative dispute resolution (ADR) systems through expertise in dispute resolution system design, program administration, monitoring and evaluation, collection and dissemination of resources, and mediator training. RSI is a non-profit 501(c)(3) organization.