

**Executive Assistant**  
**Right Sharing of World Resources (RSWR)**  
Job Description

Right Sharing of World Resources (RSWR) is an independent Quaker not-for-profit organization sharing the abundance of God's love by working for equity through partnerships around the world and encouraging those with diverse resources to embrace our shared responsibility for one another's well-being.

The Executive Assistant is an essential team member and responsible for administrative support of the organization and the Executive Director. This is a fully remote position.

**Required Qualifications**

- Good interpersonal written and oral communication skills
- Deep level of integrity and welcoming personality. Strictly maintains confidentiality
- Demonstrated attention to detail, accurately organizing and recording data and information, and keeping track of dates and details
- Organized self-starter, independent worker, and team player
- Ability to complete online research to generate solutions to administrative challenges
- Experience managing technology to support administrative and communication functions. Proficiency with online document creation/management systems such as Google Workspace.
- Sees the big picture and can anticipate potential future scenarios
- Ability to travel for up to one week twice a year
- Supportive of RSWR's mission and goals
- U.S. citizen, permanent legal resident, or person with U.S. work visa

**Desired Qualifications**

- Familiar with Google Workspace and its admin features/functions
- Familiar with QuickBooks or other accounting software
- Familiar with the Religious Society of Friends

**Duties and Responsibilities**

**Support staff**

- Answer phone and redirect calls and voicemail as needed.
- Serve as Administrator of Google Drive. Implement and monitor agreed file structure and permissions.
- Provide administrative support for Yearly Meeting attendance by staff. Arrange travel, conference registrations, Yearly Meeting/Monthly Meeting presentations, maintain Yearly Meeting calendar.

- Manage common administrative calendar.

### Support Finance

- Complete bookkeeping data entry for all checks and other contributions received electronically.
- Complete bookkeeping data entry for all purchases on the RSWR credit card.
- Review and organize staff expense reports.

### Support the Board

- Provide administrative support to the Board, with special focus on Board Officers and Governance Committee.
- Maintain Board Google Drive and support Board members in using it. Ensure that all Board and Committee minutes are uploaded in a timely fashion.
- In concert with the Board Clerk and Executive Director, oversee logistical arrangements for Board meetings, organize and distribute materials, and work with the site for in person meetings.
- Assist Governance Committee. Maintain up-to-date records of current and past Board policies, terms of current members, and of the complexity of the nominating process.

### Support the Executive Director

- Support Executive Director with travel logistics. Arrange travel, conference registrations, and accommodations.
- Open and process all email in RSWR email box
- Attend to administrative details for insurance, organizational membership, and non-financial matters of legal compliance.
- Manage archives and send the appropriate files to the archivist.
- Other duties as assigned by the Executive Director.

Supervisor: Executive Director

Hours: 28 hours per week with occasional additional hours during times of high workload demands, especially for Board meetings and the end of the calendar year  
Non-exempt

Compensation: \$22-\$25 per hour depending on experience and cost of living in employee's location

Benefits: Paid holidays/sick/vacation time, medical insurance, 403(b)retirement plan.

RSWR is not able to sponsor an employee to obtain a U.S. work visa

*Right Sharing of World Resources is an Equal Opportunity Employer. We are a stronger organization when we have an inclusive staff. We are committed to providing equal*

*employment opportunities to all applicants and employees without regard to race, color, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, genetic information, or any other characteristic protected by applicable law.*

**Interested?** Please submit the following items to [hr@rswr.org](mailto:hr@rswr.org) with “Executive Assistant and your last name in the email subject line:

- current resume
- cover letter that includes how you heard about the position and why you want to be considered
- contact information (phone & email) for three or more references, at least two of whom are professional references

Review of applications will begin **March 10, 2025** and continue until the position is filled.