

**Executive Administrator Job Description  
Riverbend Community League  
September 2011**

**Tasks:**

**1. Administration (40%)**

Attend RCL Board meetings  
Manage leases and supervise contract personnel, facility rentals, repairs, and maintenance  
Bookkeeping and banking  
Mail, filing and maintaining RCL documents & database  
Assist with grant applications  
Sell memberships on behalf of RCL and partnering leagues  
Provide material for RCL website  
Oversee volunteer screening and security checks

**2. Riverbend Ragg-Times (40%)**

Member of the Editorial Committee  
Coordinate and maintain advertising accounts  
Manage accounts receivable and accounts payable  
Assist editor with proofreading

**3. Program Planning and Administration (10%)**

Attend programming meetings with the City  
Provide admin support to RCL programs and events

**4. Information Resource (10%)**

Provide information to members of our community & partnering leagues

**Qualifications:**

Independent worker, highly efficient and organized, excellent communicator, strong computer competency, bookkeeping and contract supervision  
Experience with accounts receivable and payable an asset.

**Compensation:**

**Salary range:** \$1,700 - \$2,500 per month  
**Hours:** Approximately 90 hours/month, flextime  
**Vacation:** Starting at 2 weeks paid vacation plus statutory holidays

**Applications: Reply in confidence to [dleeworthy@shaw.ca](mailto:dleeworthy@shaw.ca)  
Closing Date: SEPTEMBER 15<sup>th</sup>, 2010**