The SRC Administrative Assistant is responsible for overseeing all administrative functions related to the Statewide Rehabilitation Council (“SRC” or “Council”), including scheduling and supporting SRC meetings, keeping minutes, maintaining records, and coordinating daily operations. To be successful as the SRC Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Candidates must be comfortable with computers, general office tasks, and excel at both verbal and written communication.

The position will provide administrative support to the SRC Chair, Committee Chairs, and their MRC liaisons, including general and complex clerical duties. This position will be under the supervision of the SRC Chair.

**Duties include:**

1. Assisting the SRC and its Chairs with scheduling meetings and coordinating tasks and resources to support the meetings, including but not, limited to, sending and tracking invites, documents, and responding to questions, etc.
2. Taking minutes at all SRC Full meetings, Executive Committee Meetings and Committee meetings and assisting Chairs with finalizing and posting on the SRC website
3. Managing the SRC membership database, including Committee membership, annual compliance with conflict of interest requirements, and term expiration and renewals
4. Tracking and recording SRC expenses, formally
5. Creating system to catalog and maintain all Council records in compliance with the public records and Open Meeting Law requirements
6. Responding to questions about the SRC with assistance from the SRC chair or MRC liaison, as appropriate
7. Coordinating with the MRC webmaster to organize materials on the SRC website and keep the site current
8. Providing support to SRC Members needing assistance to access meetings, documentation, and other resources
9. Research and compile best practices for Advisory bodies
10. Stay current and inform Council on educational opportunities through National Coalition of State Rehabilitation Council (NCSRC), Council of State Administrators of Vocational Rehabilitation (CSAVR) and similar organizations
11. Perform other administrative duties as required
12. Assisting the Council with special projects, as needed

**Required Skills/Abilities:**

* Basic understanding of clerical procedures and systems such as recordkeeping and filing Excellent verbal and written communication skills
* Excellent interpersonal and customer service skills
* Excellent organizational skills and attention to detail
* Ability to work independently and take initiative
* Ability to work on multiple tasks at the same time
* Ability to make sound judgment to meet deadlines when there are competing priorities
* Experience using Microsoft Office 365 applications including Teams and SharePoint
* Experience with hosting meeting on Zoom, WebEx and similar virtual meeting platforms
* Knowledge of Adobe and or Canva

**Education and Experience Requirements**

* High school diploma or equivalent education required
* 1-2 years of administrative assistant experience