



## Job Description RDA / Advocacy Coordinator

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<b>Position Title:</b>	RDA / Advocacy Coordinator
<b>Last Modification Date:</b>	May 10, 2021
<b>Budget Category:</b>	General Administration / Advocacy
<b>Accountable to:</b>	President / CEO
<b>FLSA Status:</b>	Full Time / Internship

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**RESULTS STATEMENT: *I am accountable for producing the following results:***

One Southern Indiana (1si) expects this position to be accountable for providing a high level of administrative support during both daily operations as well as RDA & 1si advocacy events, meetings, and programs.

This position will work closely with the President/CEO to support RDA / Advocacy initiatives, engage with relevant committees, and work to support the President/CEO in all administrative functions as assigned.

This RDA / Advocacy Coordinator position functions as key support in the planning and execution of 1si supported RDA / Advocacy meetings, committee meetings, and educational workshops in addition to attending said meetings and is responsible for recording meeting minutes.

This position requires a mix of team-oriented activities as well as independent judgment and discretion. The need to focus on details and follow through while maintaining a high level of customer service cannot be overstated for this position.

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**ESSENTIAL JOB FUNCTIONS**

1. Assist in the preparation for events, meetings, and travel.
2. Schedule internal and external meetings.
3. Attend and record meeting minutes.
4. Distribute approved meeting minutes.
5. Prepare Public Notices and ensure distribution and timely postings.
6. Partner with the President/CEO in content creation, designing and preparing informational presentations, brochures, etc.
7. Perform administrative services as needed to support the President/CEO including, but not limited to: meeting room set-up and tear down, order/pick up/set up lunch for meetings, compile meeting packets, assist with virtual meeting scheduling, check in guests/attendees, send reminder correspondence, etc.
8. Provide logistical support and ongoing communication with speakers, program participants, elected officials, committee members, etc.
9. Prepare press releases and after final approvals; maintain current distribution lists; send approved press releases.
10. Routinely update RDA website and social media platforms.
11. Assist with speech / presentation writing.
12. Assist in proofreading documents.
13. Provide technical assistance, research, and analysis, as requested.
14. Provide administrative support in all aspects of report production (e.g. design, editing, printing, distribution).

15. Assists President/CEO with projects as needed.
  16. Other duties as assigned.
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**ESSENTIAL SKILLS AND EXPERIENCE**

1. Bachelor's degree in Business Administration, Public Administration, Strategic Communications, Economic Development or three to five years related experience and/or training; or equivalent combination of education and experience.
  2. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc. necessary to maintain a sound operation.
  3. Strong verbal and written communication skills in the use of the English language.
  4. Proficiency in PC systems using word processing, database and spreadsheet applications. Microsoft Office preferred. Requires operation of assorted office equipment.
  5. Excellent interpersonal skills and phone etiquette.
  6. Ability to answer multi-line phones, maintain accurate correspondence and field/answer all routine and non-routine questions.
  7. Respond promptly to customer needs, seek opportunities to improve processes and implements creative solutions
  8. Ability to work independently on assigned tasks as well as accept direction on given assignments.
  9. This role requires exceptional listening skills, perception, and ability to provide excellent customer service at all times.
  10. Excels in prioritizing daily functions and dealing with multiple deadlines and high volumes of work
  11. Maintains a professional appearance at all times.
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**ESSENTIAL PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

1. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include: sitting, standing, or walking for extended periods of time; operating office equipment; arrange meeting room tables and chairs; and lifting up to 25 pounds.
  2. Visual Acuity; ability to see and hear within normal parameters, must use hands and fingers to use keyboard and mouse; operate equipment or controls; reach above shoulder heights; below the waist; or lift to file documents or store materials throughout the day. Proper lifting techniques required.
  3. Ability to self-transport from office to 1si functions and possible errands.
  4. Dress for this position is business casual or business attire (unless the day's tasks require otherwise). A clean, professional, well-groomed appearance is expected.
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**SUPERVISION OF OTHERS**

This position is not responsible for supervision of other.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

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**SIGNATURES:**

**Statement of the Position Holder:** I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this job description.

INTERN Acceptance:

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Statement of the Position Holder's Direct Supervisor:** I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

\_\_\_\_\_  
Direct Supervisor Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name