

Administrative Assistant

Job Description

Resources for Resilience (RFR) is seeking a full-time Administrative Assistant to support a new, high-impact initiative serving western North Carolina (WNC) communities recovering from Hurricane Helene. This one-year position runs from May 1, 2025, to June 30, 2026, and includes a full-time salary with benefits.

The Administrative Assistant will play a key role in supporting RFR's daily operations, helping to coordinate logistics for trainings and events, manage internal systems, and provide professional, timely communication to community partners. This role ensures that our team and those served by the current project, including law enforcement officers, firefighters, paramedics, volunteers, healthcare workers, behavioral health providers, public health professionals, and other formal and informal helpers, have what they need to meet the goals and objectives of this initiative.

Key responsibilities:

- Collaborate with the Director of Programs and Partnerships and Program Coordinator to coordinate the scheduling and logistical execution of RFR trainings, workshops, and meetings
- Maintain RFR training calendar and ensure accurate communication of event details across teams
- Support team and planning meetings by taking clear, concise notes and tracking action items
- Coordinate internal meeting schedules and facilitate calendar management across the team
- Represent RFR in a professional and friendly manner across all external communications and public interactions
- Respond promptly and with warmth to inquiries from community partners and stakeholders
- Provide feedback on training materials and internal processes to support ongoing quality improvement and equity growth
- Prepare, restock, and organize training materials and supply bags for workshops and events
- Maintain an accurate inventory of training supplies and manage orders with external vendors
- Ensure timely delivery and pick-up of supplies, and coordinate with facilitators and outreach staff to ensure readiness for all events
- Monitor the RFR phone line and general inbox, ensuring inquiries are handled professionally and efficiently
- Promote positive team dynamics and contribute to a supportive, emotionally attuned work environment
- Perform additional duties as assigned
- Use RFR platforms (e.g., Microsoft Teams, SurveyMonkey, Excel, Constant Contact, Canva) to support communication, task tracking, data reporting, and event management
- Support process improvements and implement organizational systems that enhance internal coordination and program delivery
- Compile event tracking data and create summary reports as needed for internal use and external stakeholders

Required skills and/or experience:

- Proficiency in Microsoft 365, including Teams and Office Suite (Word, Excel, PowerPoint); Zoom; SurveyMonkey; Constant Contact; Canva; and related platforms
- Strong collaboration and interpersonal skills, with a commitment to teamwork and shared success
- Strong time management and organizational skills with a keen attention to detail
- Ability to manage multiple priorities and meet deadlines in a fast-paced, collaborative environment

- Independent work ethic combined with a strong sense of team collaboration
- Excellent verbal and written communication skills
- High emotional intelligence and the ability to self-regulate and support co-regulation in others
- Astuteness to social and racial equity issues, cultural competence, and awareness of the diverse needs of communities across WNC
- Commitment to antiracism efforts and actions
- Proactive, solution-focused approach and comfort with evolving priorities
- Reliable internet access for remote work when needed
- Valid U.S. driver's license and dependable transportation
- Experience in nonprofit, public health, or educational settings is a plus

Position details:

- Reports to: Director of Programs and Partnerships
- Supervised by: Program Coordinator
- Location: Home-based, with regular in-person events and travel; must reside in western North Carolina
- Weekly hours: Approximately 40; may vary according to the RFR training and community meeting calendar
- Status: Full-time, salaried, exempt
- Annual salary: \$50,000

About Resources for Resilience

Resources for Resilience is a nonprofit organization sharing practical tools and research-based resources that people of all ages can use to manage stress, prevent burnout, and build resilience in themselves and others. Our trainings and professional development workshops help participants better understand how our brains and bodies respond to stress and teach them strategies to keep themselves, their loved ones, and the people they serve healthy and resilient. We are proud to work closely with those who are at the center of our communities, including educators, business leaders, first responders, and healthcare workers, to ensure that all community members have access to the tools they need to thrive.

Resumes and position-related inquiries can be sent to info@resourcesforresilience.com.