

Rochester Monroe Anti-Poverty Initiative Overview

RMAPI is a multi-sector community collaborative effort whose aim is to reduce poverty. Using a systems change lens and theory of action, RMAPI seeks to coordinate and align the broader Rochester community's anti-poverty partnerships, resources, and efforts to enable effective and efficient services and resource delivery at scale.

Collective Impact is an approach to collaboration which does not seek to invent new programs, but rather to connect and improve existing programs, services, and assets in the community. A backbone organization is critical to achieving the connections, coordination, and systems-level change envisioned with a Collective Impact paradigm.

The RMAPI organization is an impartial body that provides on-going guidance and support to partners involved in the Collective Impact effort. In effect, RMAPI provides the connective tissue among the following Collective Impact partners:

- The **Steering Committee** comprised of community leaders that help to guide the effort's vision and overall strategies. The Executive Director reports to the Steering Committee and is overseen day-to-day by the Steering Committee Co-Chairs,
- The **Community Advisory Council** comprised of community residents that help inform, support, and guide the RMAPI strategies and assist with aligning other complimentary partnership tables, e.g., ROC the Future, FLPPS,
- The **Working Groups** comprised of frontline stakeholders that develop specific strategies and implementation plans that make RMAPI's goals a reality,
- The **Community Partners** comprised of various government agencies, community members, and organizations that are critical to implementing the RMAPI's strategies.

Administrative Assistant of the Rochester Monroe Anti-Poverty Initiative (RMAPI)

Position Summary (Non-Exempt)

The Administrative Assistant will support day-to-day implementation of RMAPI's Collective Impact efforts. The Administration Assistant will report to the Executive Director and will be responsible for:

- Supporting working group facilitation, which includes, but is not limited to helping to shape agendas, providing research support upon, taking meeting notes, and ensuring action items are assigned and completed
- Managing communications between working group members
- Leading meetings, coordinating event preparation, and managing event execution,
- Providing overall administrative support for the RMAPI collective
- Supporting the Executive Director in other activities required to achieve RMAPI's vision, goals, and infrastructure development

The Administrative Assistant will also work and engage internal and external stakeholders that include community residents, government agencies, service providers, funders, and community and faith-based organizations, and coalitions.

Administrative Assistant Responsibilities

The role of the Administrative Assistant is to perform the following functions:

Support work group meetings

- Manage all work group meeting logistics including scheduling meeting dates, managing meeting space / setup / materials, and communicating meeting-related information with the Collective Impact members
- Take meeting notes, synthesize decision information, record action items, etc. and distribute meeting minutes
- Support community partners in aligning their activities to RMAPI's strategies and goals

Contribute to working group meeting materials

- Identify, synthesize, and provide information that will be helpful for and relevant to working group discussions
- Identify ways in which working groups can learn from one another and/or other group collaboration methods

Lead meeting and event preparation / management

- Manage the RMAPI calendars
- Identify and manage venues and other vendors/partners for meetings and events as needed
- Partner with the Communications Staff to ensure timely meeting / event information is shared with participants

Provide support to RMAPI staff

- Support RMAPI team members with scheduling, expenses, and other administrative tasks
- Support communication across RMAPI's various structures and stakeholders
- Serve as a representative of the RMAPI effort in the community, including effectively communicating the effort's vision, goals, and strategies
- Responsible for creating presentations, agendas, taking and distributing meeting minute notes, make copies, answer phones, respond to emails and questions and other administrative duties

Demonstrate commitment to poverty reduction

- Exhibit commitment to RMAPI's vision, goals, and strategies

Ideal Experience, Education, and Traits

- At least five years of experience working in or supporting a community nonprofit organization, government agency, or similar type of organization
- Experience supporting executive leaders' administrative functions
- Comfort with work planning and managing multiple competing priorities in a context of change, ambiguity, and changing needs or momentum
- Demonstrated ability to work independently, exercise appropriate action, and good business judgment
- Experience working with stakeholder groups with various arrays of diversity
- Dedication to improving outcomes for all community members
- Excellent organizational, written, and verbal communication skills
- Excellent analytical and critical thinking skills
- Bachelor's Degree preferred

Travel

Some local travel- primarily local during the business day

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position.

Please email your resume and cover letter to hr@uwrochester.org.

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