



Administrative Communications Assistant

Reports to: Administrator

Full-Time: Non-Exempt/Hourly

Job Description: The Administrative Communications Assistant role is intended to support all facets of the RLMI organization. The position requires an individual who can apply numerous skills and experiences to the objectives of RLMI. The best candidate will demonstrate strong written and verbal communication skills, proven IT production experience and an aptitude for quickly learning new platforms and applications. They should also possess strong emotional intelligence which allows them to build relationships quickly and maintain relationships through personal, digital, and written media. This individual will have the ability to pivot between tasks and assignments.

Objective: Provide wide-ranging support focused primarily on developing online tools and services, implementing data processing procedures for program management and data analysis, and providing technical administrative support, with the direct intent to scale RLMI programs and participation. Responsibilities include the following skills and knowledge base, and may include other related duties, as assigned.

Overview:

- Understand and be able to communicate the Institute's goals, mission and vision clearly.
- Work closely with the Administrator (COO), Communications Director and RLMI team members.
- Reports to RLMI Administrator and works closely with Communications Director and other team Leads

Required skills and knowledge:

- **Wordpress website maintenance (ability to create and update pages, related services and plug-ins)**

Preferred skills and knowledge:

- Knowledge of Lifestyle Medicine
- Knowledge and Appreciation of Whole-Food, Plant- Based Eating
- Develop and Manage Google Workspace / Classroom
- Assist with Program Evaluation using data coordination
- Implement OneDrive file management using Microsoft 365 for Business
- Create and Edit Documents using Adobe Suite: Photoshop, Illustrator & InDesign
- Produce Videos using Adobe Suite, as directed
- Manage MailChimp Audiences, Campaigns, Tags, Templates & automation
- Host Virtual Zoom/Google Meet classes and webinars
- Manage MembershipWorks – programs & events
- Coordinate Social Media campaigns as directed
- Maintain new Learning Management platform
- Assist in creating program offerings, as directed

Our ideal candidate enthusiastically endorses the mission, vision, and goals of Rochester Lifestyle Medicine Institute, including personally pursuing a plant-based or vegan eating pattern, exercise, and other healthy lifestyle choices.