



50 Harry S. Truman Parkway
Annapolis, Maryland 21401
(410) 841-5772
rmc.mda@maryland.gov

Administrative and Communications Assistant

Job Title: Administrative and Communications Assistant
Reports To: Executive Director
Assists: Executive Director
Prepared By: Charlotte Davis, Executive Director
Prepared Date: January 18, 2024

SUMMARY:

The Rural Maryland Council (RMC) is an independent State agency located at the Maryland Department of Agriculture in Annapolis, Maryland. RMC's mission is to bring together citizens, community-based organizations, federal, state, county, and municipal government officials as well as representatives of the for-profit and nonprofit sectors to collectively address the needs of rural Maryland communities. The Council provides a venue for members across the State to cross traditional boundaries, share information, and address in a more holistic way the special needs and opportunities in rural Maryland as well as provides two grant opportunities to help rural Maryland be prosperous with thriving resources, vibrant economies, and healthy connected communities.

The Administrative Assistant is responsible for the following:

- Provide administrative support to the RMC's Executive Director, Executive Board and Working Committees.
- Prepare routine and complex correspondence and respond to requests for information from RMC members, government officials, and citizens.
- Prepare and process expense accounts and invoices.
- Administer purchasing processes and maintains inventory of office supplies, equipment and furniture for purchase and replacement.
- Maintain files and records both physically and electronically.
- Assist in the coordination and implementation of meetings, events and statewide conferences, which are held in partnership with two to three other organizations.



- Draft and distribute email communications through online contact databases including notices of events and quarterly newsletters. Maintain and update contact information of working committees, council members, stakeholders and legislators.
- Maintain and post updates to various websites.
- Other tasks as assigned.

POSITION REQUIREMENTS:

- Education: High School +12 semester credits (minimum)
- Strong verbal and written communication skills.
- Responsible, dependable, and organized work
- Familiarity with rural Maryland communities and issues.

LOCATION

This position is located at the Maryland Department of Agriculture, 50 Harry Truman Parkway, Annapolis, MD 21401. From time to time the position requires attendance at other venues for meetings, exhibits and forums.

HOURS

- 40 hours per week. Schedule will vary according to needs of staff.
- Flexibility required. Remote work authorized two days a week.
- Office hours typically occur between 9:00 am to 5:30 pm.
- A half hour lunch break (unpaid) is to be taken and two ten minute breaks (paid) are available during an 8 hour day.

SALARY

\$40,000-\$50,000 plus full state employee benefits including paid leave, health insurance, retirement and employee retirement health benefits.