



Administrator

RiteCare is the main philanthropy of the Scottish Rite Valley's of Minneapolis and St. Paul. RiteCare provides grant money to families who have a young child in need of speech therapy. Our funding literally changes the lives of the child and the entire family for the better.

The Board of Directors for RiteCare is seeking a part-time **Administrator**. This position will report directly to the Board and will carry out all major operational tasks associated with the RiteCare. Interested parties should contact Shawn Hunter at shawn.h.hunter@gmail.com or call 651-341-1373.

Basic Details

- Approximately 10-15 hours/week with the possibility of increasing gradually as we expand
- \$25/hour
- Position begins in April, 2022
- Work from home is acceptable, but office space can be provided if needed

Duties

- Receive and process grant applications
- Handle all communications with families and providers
- Handle all routine communications and accounting a 3 tenants of our leased building in Elk River
- Track and pay invoices
- Handle all accounting including reconciling various accounts

Required Skills/Attributes

- A person who is in the Masonic family, ideally a Scottish Rite member
- Excellent at communicating verbally and in writing
- Fluent in Microsoft Office (e.g. Word, Excel)
- Fluent and skilled in electronic communications such as emails, attachments, etc.
- Accounting skills with and fluent with Quickbooks
- Absolutely trustworthy