



## **JOB DESCRIPTION**

**POSITION TITLE:** Administrative Assistant - General

**REPORTS TO:** Programs Manager & Director of Communications and Development

**LOCATION:** Pittsburgh, PA

**FLSA STATUS:** Non-exempt; Part-Time Position (20-25 hours per week)

**SALARY RANGE:** \$16 - \$20 per hour

### **SUMMARY DESCRIPTION:**

Reporting to the Programs Manager and Director of Communications and Development, this role supports various areas of the facility, including programming, volunteers, development, and community events. The position requires strong communication and organizational skills, as well as the ability to manage multiple priorities independently, while working collaboratively within a team-oriented environment.

### **CORE RESPONSIBILITIES INCLUDE:**

- Support the Program Director by helping with contract creation and vendor payment requests.
- Help facilitate satisfaction surveys after programs are completed.
- Help finalize and organize curriculum for the after-school program and summer camps.
- Assist with the creation and management of a volunteer database.
- Support planning and coordination of fundraising, engagement, and community events.
- Data entry and data updating of the two CRM systems.
- Support the team with event reminders and follow-up communications.
- Proofread program registrations and website postings.
- Prepare donor correspondence for mailing and scan and store documentation.
- Participate in occasional meetings and special events on evenings and weekends.
- Assists in other areas of the facility when needed.
- Other duties as assigned.

### **QUALIFICATIONS:**

- A bachelor's degree is required. Experience in non-profit, development, marketing, or community engagement preferred.
- Strong interpersonal, communication, and writing skills required.
- Customer-focused mentality with the ability to build relationships and professionally engage with all levels and types of patrons and donors.
- Must be highly proficient with Google G-Suite or Microsoft Office suite of products, especially Excel.
- Comfortable working both in a team-oriented environment and independently.
- Ability to integrate with and support a diverse and community-oriented organization, demonstrating a strong sense of safety, ethics, and values.
- Clearances will be required.

### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- Ability to travel locally for meetings and events

- This position requires frequent walking, sitting, bending, stooping, and periodically standing for long periods. The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Ability to lift up to 25 lbs, preferred but not required

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, supports the mission, or is a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and job requirements change.