

Administrative Assistant/Office Operational Support

Media Business Authority

Media, PA

Part-time

Do you have a passion for engaging with independent small businesses in an historic suburban downtown setting?

The Media Business Authority (MBA) is a professional organization that provides advocacy and programs that support the business community in Media, PA – the Delaware County seat.

The MBA is seeking a dynamic self-motivated multi-tasker to provide administrative and clerical support to the Executive Director and Board of Directors.

Responsibilities

Scheduling, coordinating, and facilitating in-person and virtual meetings.

Managing and organizing email, memos, files and communications.

Website administration.

Data entry, database management, record keeping.

Creating press releases, newsletters, invoices and reports.

Effective interaction with the general public, business community and borough officials.

Event execution and management.

Qualifications

Excellent computer skills, including a high degree of proficiency in all Microsoft Office programs.

Social media management experience with a goal to increase visibility for the organization on Facebook, Instagram and Twitter.

Superior communication skills, both written and verbal.

Careful attention to detail and ability to adapt to new responsibilities.

Quickbooks experience preferred.

Graphic design ability a plus.

Requirements

Keen familiarity with Media Borough, downtown Media, its businesses and events.

Part-time regular hours (20 – 25 weekly), with some flexibility. Occasional night and weekend duties.

Hourly compensation commensurate with skills and experience.

Submit resume and professional references before April 15, 2022 to

info@MediaBusinessAuthority.com