

Part-Time Administrative Assistant

STATUS: non-exempt

HOURS: 20-25 hours weekly (some weekends required)

REPORTS TO: Main Street Manager

DUTIES INCLUDE, but are not limited to:

Daily Office Work

- Answer phones in a pleasant and respectful manner
 - Check phone messages daily – take messages or return calls
 - Disseminate information to appropriate staff
- Collect, open, sort daily mail
- Greet and assist office visitors
- Maintain clean office environment
- Prep and support invoices, receipts, and deposits for accountant to process
 - Arrange check signatures – mail out checks in a timely manner
- Review incoming emails and disseminate to appropriate staff
- Processing incoming vendor applications and payments for events
 - Ready materials for committees
 - Send confirmation email to vendors
- Day of Event
 - Attend event to help where needed – set up, breakdown, vendors, etc...
 - Early to set up booth space and other event duties as needed
 - End of day breakdown – to return office supplies to appropriate place
 - Photograph highlights of events
- Notify Board members, committees, and other appropriate people for grand openings, ribbon cuttings, façade grant presentations
- Attend appropriate PA Downtown Center trainings/ webinar when deemed necessary
- Arrange meetings via email, text, or phone calls
- Perform daily assigned tasks

Update social media throughout the day

- Create and share relevant content
- Share posts from footprint businesses
- Answer messages
- Update website for upcoming events

Bi-monthly e-newsletter

- Notify business owners of upcoming newsletters
- Collect or create ads
- Add ads to newsletter template
- Send out newsletter every other Thursday and before First Saturdays and holidays/ events

REQUIRED TRAINING/ EXPERIENCE:

1. High school diploma or equivalent
2. Assumes additional job-related duties as requested
3. Proficient knowledge of software applications
 - Microsoft Office (word, Excel, Power Point, Publisher)
 - Windows 10
 - Outlook One Drive
4. Interpersonal skills to represent Quakertown Alive! in a positive manner when dealing with internal and external customers
5. Able to lift and maneuver 25 pounds



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use, hands to grasp objects, reach with hands and arms, balance, stoop, kneel, crouch, speak and listen.

The employee must occasionally lift/ carry up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKPLACE ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by the employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position may require some travel for conferences (reimbursed), committee meetings, and other activities or events. Regular and predictable attendance is required. Abilities to work weekends and overtime as requested.