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| PA DOWNTOWN CENTERJob Description | | |
| **1. Position Title**: Administrative Assistant | | |
| **2. Category**: Regular, Part-Time | **3. Status**: Non-Exempt | **4. Wage Range**: Depends on Qualifications |
| **5. Date of Creation:** 6/17/2002 | | **6. Date of Latest Revision:** 11/26/2023 |
| **7. Supervisor:** Executive Director | | **8. Status:** Updated |
| **9. General Job Description**:  The regular, part-time, non-exempt position of **Administrative Assistant** of the Pennsylvania Downtown Center (PDC) is designed to provide part-time primary administrative and operational assistance to the Executive Director and other staff members of the PDC. This position will be responsible for a wide array of administrative functions including meetings, training and conference logistics, membership services, and day-to-day program support and specific clerical duties.  The person filling this position must be able to provide certain, pro-active program support toward the accomplishment of PDC goals and objectives as defined in the strategic plan. The person filling this position is expected to devote their time and energy to the completion of PDC tasks primarily during normal working hours and occasionally during evenings and on weekends. Occasional statewide travel is required.  The person filling this position must be a highly motivated, highly organized, self-initiated, multi-tasker to meet the demands of this fast-paced, multifaceted organization. The person chosen for this position will possess a courteous, outgoing, customer service-first demeanor. The person filling this position is expected to devote their time and energy to the completion of PDC organizational tasks, primarily during normal working hours and occasionally during evenings and on weekends. Occasional travel and overnight stays are required. | | |
| **10. Specific Tasks:** The **Administrative Assistant** shall be responsible for the following activities: Administrative Support  1. Takes minutes of all PDC Board meetings and other committee meetings as required. 2. Assists the Network Relations & Content Designer, when necessary, with the development and implementation of new membership campaigns. 3. Assists the Network Relations & Content Designer and Conference Coordinator, when necessary, with the development and implementation of the annual PDC Conference. 4. Assists the Network Relations & Content Designer in maintaining all current PDC membership and non-membership database information. 5. Provides for the regular retrieval and sorting of PDC mail. 6. Answers and distributes incoming emails from general account and calls to the PDC office. 7. Operates all PDC office equipment and services effectively. 8. Performs other administrative tasks as assigned by the Executive Director and/or the Network Relations & Content Designer. 9. **Operational Support** 10. Assists the Executive Director and the PDC accountant by logging all PDC revenues and expenses. 11. Logs all information on the appropriate PDC electronic filing systems related to the use of PDC owned automobiles, credit cards, and additional employee expenses. 12. Assists in the maintenance of the PDC financial filing system. 13. On a priority basis, assists the PDC program staff with the copying and preparation of all materials necessary to meet the technical assistance and training requirements of PDC. 14. Makes arrangements for all PDC workshops, seminars and meetings including facilities, food and refreshments and overnight accommodations for PDC staff, if required. 15. Inventories, maintains, and updates the printed and video material and the furnishings necessary to effectively operate the PDC Resource Center. 16. Maintains and updates all PDC community files. 17. Maintains records as to the borrowers of PDC Resource Center materials.   This list of tasks is considered the minimum necessary to successfully fulfill the requirements of this position. Other tasks may be assigned by the Executive Director within the framework of the required skills of the position. | | |
| **11. POSITION QUALIFICATIONS**  A. Required – employee must:   1. Have work experience, or relevant education in an office environment, preferably in a nonprofit setting. 2. Hold a valid drivers license. 3. Be insurable under the PDC auto, bonding and liability insurance policies. 4. Be willing to accept occasional travel and overnight stays as required. 5. Preferred – the employee may:    1. Have an associate or bachelor’s degree in administrative or nonprofit management, business management, hospitality or meeting/training logistics, accounting, bookkeeping, or a relevant field.    2. Have demonstrated experience in providing the services required by this job description.    3. Have the ability to speak and/or write in Spanish. | | |
| **12. REQUIRED SKILLS:** The employee must:   1. Demonstrate the ability to use resources effectively. 2. Be able to maintain accurate and well-organized files and records. 3. Be able to accomplish repetitive tasks without direction. 4. Be a proactive, self-starter. 5. Have excellent computer skills in Microsoft Office (especially Excel) and QuickBooks. Experience with other platforms will be considered a major plus. 6. Have some bookkeeping experience. Experience with fund accounting, cost allocation, and budget preparation will be considered a plus. 7. Have good follow-up skills. 8. Be able to deal effectively and politely with a varied public constituency. 9. Perform effectively during periods of peak activity. 10. Be able to work as part of a team. 11. Be able to manage multiple tasks simultaneously. 12. Be able to lift/carry boxes/materials weighing 20 lbs. 13. Be prepared to travel outside the PDC office for the transaction of PDC business including occasional overnight assignments. 14. Have and must demonstrate good verbal presentation and writing capabilities. 15. Be an energetic, outgoing individual with multitasking capabilities. 16. Project inclusive people-friendly/customer friendly communication skills. 17. Demonstrate adaptability, flexibility and a willingness to take on new program challenges. 18. Demonstrate strong teamwork and collaborative skills. | | |
| **13. Reserved** | | |
| **14. AVAILABILITY:** This regular, part-time position requires the employee to be available a minimum of 17.5 hours per week. Hours must be worked during “normal” work hours, generally between 8:30 am and 5:00 pm Monday through Friday at the Harrisburg offices of PDC. Flexibility around the parameters of working from home in a hybrid scenario is available at the discretion of the Executive Director. A six-month probationary period is required for this position. If at any time during this period, the employee proves to be unable to fulfill the requirements of the job, meet attendance requirements, or fails to demonstrate good work skills or attitudes, the Executive Director may dismiss the employee immediately. | | |
| **15. COMPENSATION & BENEFITS:** The pay for this position shall be within the range specified on the current PDC “Salary Schedule” depending upon the skills and experience of the person occupying the position. Limited benefits are associated with this position in accordance with current PDC policies. Current policy benefits include an IRA retirement account with employer contributions. | | |