PDC Administrative Assistant

The Pennsylvania Downtown Center (PDC), a statewide, non-profit organization that promotes and supports the economic vitality of Pennsylvania’s downtowns, business districts and nearby residential areas seeks a driven and dynamic individual to serve as Administrative Assistant.

This position requires someone who demonstrates:

* **Initiative** **and efficiency** by staying on task throughout the daily, weekly, monthly, and quarterly schedule of deliverables.
* Strong **multi-tasking capabilities.**
* **Excellent computer skills in Microsoft Office (especially Excel) and QuickBooks.** Experience with other platforms will be considered a major plus.
* **Some bookkeeping experience.** Experience with fund accounting, cost allocation, and budget preparation will be considered a plus.
* **Adaptability, flexibility and a willingness** to take on new program challenges.
* **Strong project management** skills.
* **Strong teamwork and collaborative** skills.
* **Inclusive** people-friendly/customer friendly communication skills.
* **Enthusiasm** around the mission of increasing opportunities for downtowns and neighborhoods throughout the Commonwealth of Pennsylvania, and the businesses and residents they serve.

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 PDC. This position will be responsible for a wide array of administrative functions including meeting, training and conference logistics, bookkeeping: accounts payable & receivable, membership services, and day-to-day program support and specific clerical duties. The Administrative Assistant shall also be required to complete other related tasks as assigned by the Executive Director.

The person filling this position must be able to provide specific, administrative support and pro-active operational staff support toward the accomplishment of both the contract management requirements of the PA Department of Community and Economic Development (DCED) Keystone Communities Main Street and Elm Street Programs, as well as PDC’s own internal management requirements as defined in its 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. Occasional evening and weekend work may be required. Occasional travel and overnight stays may be required.

The selected individual will serve in the part-time non-exempt position of Administrative Assistant. The ideal candidate will be an energetic, outgoing individual with multiple capabilities. A two or four-year college degree, or experience in one or more of the following is preferred: administrative or nonprofit management, business management, hospitality or meeting/training logistics, accounting, bookkeeping, or a relevant field. Experience in nonprofit organizational management is a plus, as is the ability to speak and write fluent Spanish.

The ideal candidate must demonstrate outstanding: computer skills in Excel and QuickBooks, fund-accounting or cost allocation experience; written and verbal communication; project and maintain a pleasant phone demeanor; demonstrate the ability to use resources effectively; be able to maintain accurate and well-organized files and records; be able to accomplish repetitive tasks without direction; be a proactive, self-starter; have a valid driver’s license; and have office skill experience, preferably in a nonprofit setting.

Currently, a hybrid working environment is permitted, with some time working from home and working at the PDC office in Harrisburg, PA. It is expected that this position be in the PDC office in Harrisburg, PA on a regular basis and as requested by the Executive Director for staff meetings, trainings, other meetings, etc. Willingness to undertake occasional travel where overnight stays will be necessary during the PDC annual conference and occasional meetings is required.

The selected candidate must be available to start as soon as possible. A complete job description is available on [PDC’s website.](https://padowntown.org/whats-happening/jobs-board/) PDC shall not discriminate against any applicant for employment because of race, color, religion, sex, ancestry, national origin, age, marital status or sexual orientation. Email your resume with cover letter Attention: Executive Director, Pennsylvania Downtown Center, with “Administrative Assistant” in the subject line to [Padowntown@padowntown.org](mailto:Padowntown@padowntown.org).

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