JOB ANNOUNCEMENT

Title: Administrative Support
Area: Executive Office
Status: Full-Time
Reports to: Executive Team
Submit resume to: adavis@ceapittsburgh.org

Job Summary-Administrative Assistant
The Administrative Assistant will be responsible for managing the daily business affairs of Program areas of Community Empowerment Association, as well as assist the Executive Assistant to the President and CEO. This position will require the proven ability to effectively handle confidential and/or highly sensitive information and messages.

Responsibilities include but are not limited to
- Administrative Support to Deputy Director and Managers of Safe Passage, Therapeutic Support, and Workforce Development & Training. Handle all documentation as requested per program. Coordinate schedules for Deputy Director and Managers.
- Act as Administrative Coordinator of activities, including meetings, scheduling, notification, and record minutes of meetings as well as maintain information and documentation.
- Develop and maintain a filing system for all programs, meetings minutes, proposals and other important matters of the Administrative office for easy accessibility
- Demonstrate discretion in handling confidential documents, information, situations and sensitive issues considered confidential
- Proofreading flyers; create sign in sheets for meetings; print material for events; assist in set ups for events; create mailing lists; research information as necessary depending on the special project.

Knowledge, Skills and Abilities
- Demonstrate proficiency in MS Word, Excel, Access, Outlook, Publication (Power Point, experience preferred)
- Demonstrate excellent verbal and written communication skills
- Demonstrate positive and professional skills
• Ability to prioritize, organize and establish communication system within the executive office, internal staff and external relationships
• Ability to handle multiple task simultaneously in a multi-program organization
• Ability to work and focus under pressure and deadlines
• Must be able to work independently
• Knowledge of general office equipment

To perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements list above are representative of the knowledge, skill/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Also, additional training may be offered by employer.

Education/Experience Requirements

Graduate from an accredited college with courses in office management, computer technology and minimum of 5 - 10 years’ experience as an administrative assistant- preferred
-OR-
Associate degree with a minimum of 5-10 years’ experience as an administrative assistant to executive level staff

In addition:
• Extremely strong work ethic
• Proficient in recording/dictation and transcription
• Proficient in typing, record retrieval and file maintenance
• Must be organized and receptive to fluctuating working conditions and work schedules
• Available to work evenings and weekends when necessary

Certificate, Licenses, Registrations
• Driver’s License preferred
• Act 33-34, FBI and Mandated Reporting

The above statements are intended to describe general nature of work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.