

Mount Ararat Community Activity Center

Job Announcement

Position: EXECUTIVE ASSISTANT

Classification: Full-time – Non-Exempt

To apply: Send resume' and cover letter to: MACAC @ 271 Paulson Avenue, Pittsburgh, PA 15206 or email to jobs@macac-inc.org. No phone calls please.

Reports to: Executive Director.

DUTIES & RESPONSIBILITIES:

- Act as the point of contact between the Executive Director and internal/external clients
- Support Executive Director as needed (schedule appointments, generate response letters, etc.)
- Manage databases (supporters, volunteers, program participants, etc.)
- Answer Telephone Calls
- Prepare correspondence & reports
- Assist with annual fundraising activities & mailings
- Establish & maintain filing systems
- Monitor and order supplies
- Support program staff with administrative tasks
- Other duties as assigned

SPECIFICATIONS:

- Proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position
- Excellent written and oral communication skills
- Ability to work well under pressure
- Excellent interpersonal skills
- Strong organizational skills
- Ability to multi-task & prioritize
- Strong attention to detail
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook)
- Ability to maintain discretion and confidentiality

QUALIFICATIONS:

- Act 33, Act 34 & FBI clearances
- Two letters of reference
- Valid driver's license

COMPENSATION/BENEFITS:

- Salary range: \$30K-\$38K (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability