

# Mount Ararat Community Activity Center

## Job Announcement

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**Position:** EXECUTIVE ASSISTANT

**Classification:** Full-time – Exempt

**To apply:** Send resume' and cover letter to: MACAC @ 745 N. Negley Avenue, Pittsburgh, PA 15206 or email to info@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 & vendors.
- Support Executive Director as needed (schedule appointments, generate response letters, answer & return calls, etc.)
- Manage databases (supporters, volunteers, program participants, vendors, etc.)
- Prepare correspondence & reports
- Coordinate annual fundraising event activities & mailings
- Establish & maintain filing systems
- Manage office equipment & 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 people 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:

- Child abuse, Criminal, NSOR, & FBI clearances
- Two letters of reference
- Valid driver's license

### COMPENSATION/BENEFITS:

- Salary range: \$40K - \$47K (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability