

TEAM PENNSYLVANIA

Governor Tom Wolf & Anthony Bartolomeo, Co-chairs

JOB TITLE:	Administrative Assistant
DESCRIPTION:	Provides administrative support to the nonprofit organizational team
POSITION TYPE:	Full-time
REPORTS TO:	President & CEO
SALARY:	\$30,000 - \$35,000 plus full benefits package

Team Pennsylvania is a dynamic, public-private partnership that initiates and supports innovative programs to improve Pennsylvania's competitiveness and economic prosperity.

Position Overview: As an Administrative Assistant with Team Pennsylvania, you will assist the organization in all office tasks, such as providing polite and professional assistance via phone, mail and e-mail; administrative support across all functions; and generally being a helpful and positive presence in the workplace. Primary responsibilities are as follows:

- Provide administrative support (i.e. data entry, record-keeping) to all areas within the organization including development/fundraising, finance, and human resources;
- Work directly with Board of Directors and their administrative support staff;
- Answer and direct phone calls, schedule meetings, and support visitors;
- Receive deliveries; sort and distribute incoming mail;
- Coordinate staff travel arrangements including transportation and accommodations;
- Exhibit polite and professional communication via phone, email, and mail;
- Maintain and order office supplies; and
- Support staff team meetings, activities, and events.

General Requirements: To excel in the Administrative Assistant role, the applicant should have:

- An Associates Degree in Business Administration preferred *OR* Bachelor's Degree from four-year college/university *OR* 1-3 years related experience and/or training *OR* equivalent combination of education & experience;
- Strong computer skills (i.e. Microsoft & Google Suites, Zoom, & other technology platforms);
- Excellent organizational, time management, and problem-solving skills;
- The ability to prioritize and multitask;
- Strong written and verbal communication skills;
- Strong understanding of clerical procedures and systems such as recordkeeping and filing;
- High level of professionalism and personal integrity;
- Self-motivated, independent worker who excels in a team dynamic;

-
- A valid driver's license and current automobile insurance;
 - Ability to sit at a desk and working on a computer for prolonged periods of time;
 - Have the ability to lift up to 15 pounds at times.

Why you might love working here:

- Opportunities for flexible remote work
- 401K match up to 3% of salary
- Generous Paid Time Off policy for eligible employees
- Parking paid by employer
- Paternity & maternity leave
- Comprehensive health, vision, and dental insurance
- Continuing education & professional development reimbursements
- A high energy, collaborative, and caring team to work with every single day

To apply, please submit your resume and cover letter to jobs@teampa.com with the subject line "Administrative Assistant."

We consider all applicants on an equal opportunity basis without regard to ancestry; age; appearance; color; gender identity and/or expression; genetics; family or parental status; marital, civil union, or domestic partnership status; mental, physical, or sensory disability; national, social or ethnic origin; past or present military service; sexual orientation; socioeconomic status; race; religion or belief. If you require reasonable accommodation or assistance for any part of the interview and employment process, please contact us at jobs@teampa.com and let us know the nature of your request.