

**POSITION DESCRIPTION:**

Administrative Assistant, Pittsburgh

**FLSA STATUS:**

FT / Non-exempt

**SALARY RANGE (Commensurate with experience):** \$28k-\$38k

**POSITION SUMMARY:**

The Administrative Assistant for the Pittsburgh office, reporting directly to the Managing Director, is an essential member of SWSG's Operations Team. The Administrative Assistant must be creative, detail-oriented and able to think critically, as well as enjoy working within an environment that is mission-focused, results-driven and community-oriented. The Administrative Assistant must exercise good judgment in a variety of situations and possess strong written and verbal communication as well as strong administrative and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. This is a full time position with a benefits package and generous paid time off included.

**PRINCIPAL RESPONSIBILITIES:**

- Provide direct support services to the Managing Director and Director of Development in Pittsburgh
- Partner with the Executive Assistant to the CEO to create, utilize, and maintain central operations functions which may include digital document filing, organization-wide HR services, financial operations, etc.
- Support the Pittsburgh office staff team by managing all-team scheduling and internal communications
- Administrate the physical office in Pittsburgh including supply management and ordering, physical file maintenance, inventory management, and liaising with building landlords for maintenance or other issues
- Serve as the first point of contact for incoming inquiries and vendors and provide sophisticated communication to liaise between SWSG staff and external stakeholders
- Serve as a liaison to SWSG's bookkeeping service and complete financial and operational tasks and assignments as directed, including expense reports and some HR functions, including gaining a strong working knowledge of SWSG's payroll and benefits systems
- Assist in organizing internal meetings and events including but not limited to board meetings, committee meetings/calls, fundraisers, and formal community outreach
- Work closely with various departments to spearhead logistics for major external events, including project management for the annual fundraiser and annual year-end celebration. Tasks may include vendor coordination, staff member assignment tracking, day-of logistics and supply management
- Support the Director of Development and fundraising team in daily, weekly, and monthly tasks including donor data entry, donor acknowledgements, and reconciling monthly donations with financial reports



- Support and manage a high-volume of requests and projects to meet the objectives of the Managing Director and Pittsburgh office
- Assist in other administrative tasks as needed

#### **REQUIRED SKILLS/ABILITIES:**

- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Excellent organizational skills with commitment to accuracy and exceptional attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of all Microsoft Office applications and Google Suite
- Ability to manage up by helping the Managing Director prioritize work and remind about upcoming deadlines and events in a professional manner
- Ability to handle sensitive and confidential situations with diplomacy and discretion
- A demonstrated commitment to serving others and making a community impact
- Preferred - Previous experience with a database / CRM system and/or willingness to learn Salesforce

#### **EDUCATION AND EXPERIENCE:**

- At least 2 years related work experience preferred
- Familiarity with non-profit sector a plus

#### **PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

#### **ABOUT THE ORGANIZATION**

SWSG is a multi-generational mentoring organization dedicated to building relationships between professional women, college women, and elementary school girls. Strong Women, Strong Girls provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

#### **APPLICATIONS**

Candidates are encouraged to apply as soon as possible. Applications will be reviewed as received. Applications consist of a cover letter describing the candidate's interest and qualifications and a resume (in Word or PDF format).

Please send all materials to [PghOperations@swsg.org](mailto:PghOperations@swsg.org) with the subject line "Administrative Assistant Application."