



Organizational Overview

For nearly 30 years, the Allegheny Regional Asset District (RAD) has invested in Allegheny County's quality of life through financial support of public libraries, parks and trails, regional attractions, arts and cultural organizations, sports and civic facilities, public transit, and local municipal services through an additional, countywide one percent sales and use tax. Since its inception, RAD has resulted in over \$4 billion invested in the region. RAD seeks a **part-time Office Assistant**.

Summary

The position reports to the Executive Director and requires close collaboration with other members of the RAD staff, board, advisory board, and public. The successful candidate will be highly motivated, solutions-oriented, collaborative, and congenial, with well-developed writing, communication, and organizational skills. This position entails independent work such as daily clerical duties, office maintenance, administrative tasks, coordinating meetings and managing associated materials, developing schedules, and maintaining accurate databases. The work is highly detail-oriented and requires consistent accuracy, multi-tasking, flexibility, precision, patience, efficiency, discretion, and good sense of humor.

Position Details

Responsibilities may include, but will not be limited to the following:

Daily office tasks:

- Maintain daily office schedule and provide administrative support as needed
- Answer calls and emails efficiently and courteously providing requested information or routing to proper staff. Act as resource for staff regarding phone system.
- Greet and direct visitors to appropriate person or meeting room
- Process and distribute mail and packages received and coordinate shipments from the office
- Order general supplies and keep the supplies well-stocked and organized
- Accurate organization and maintenance of files and databases
- Act as liaison with building management and cleaning of the office
- Maintain the public areas, including the kitchen, in clean and orderly fashion
- Maintain office equipment, including copier, postage machine, telephones etc. Act as liaison for equipment troubleshooting and education of staff.
- Assist staff with daily operational support.

Meetings and events:

- Coordinate and schedule meetings and events, working closely with board members and their assistants
- Assist in the preparation, organization, and dissemination of meeting materials
- Set up conference rooms for organizational meetings as needed and maintain room schedules
- Attend staff, board and public meetings

Qualifications

The ideal candidate will be self-motivated, highly organized, and detail-oriented with three to six years of experience working in a professional environment. Experience in or knowledge of government or foundation environments would be particularly valuable, though not necessary. Applicants should possess:

- Demonstrated experience with the above duties
- Proficiency in Microsoft Office, including Outlook, Word, Excel, PowerPoint, (Experience with Adobe Acrobat a plus, but not mandatory)
- Ability to learn and use our digital meeting platform (Govenda)
- Demonstrated use of virtual meeting platforms (i.e. Zoom, MS Teams)
- Knowledge of and ability to learn general database applications
- Ability to produce business correspondence including mail merge
- Excellent communication and organization skills
- Polished, professional attitude
- The ability to multi-task, prioritize, work efficiently and effectively, and meet tight deadlines
- The ability to work both independently and collaboratively
- A great sense of humor

Compensation

This position is part-time Monday thru Thursday consisting of approximately 20 – 25 hours per week with a flexible schedule. The hourly rate of pay begins at \$17.

Additional benefits:

- Parking or public transportation support
- Employee dental and vision coverage
- Paid vacation and holidays
- Retirement plan options

To Apply:

Interested candidates should send a resume and cover letter describing your fit for the position to info@radworkshere.org – **Subject Line: Office Assistant.**

The position is currently available. Resumes will be accepted until May 12, 2023.

Allegheny Regional Asset District (RAD) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sex, national origin, disability, or protected veteran status.