



Organizational Overview

For over 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 \$5 billion invested in the region. RAD seeks a **Receptionist / Office Assistant**.

Summary

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.

The position requires close collaboration with RAD staff, board, advisory board, and public. The successful candidate will be solutions-oriented and congenial, with solid communication and organizational skills.

This particular position requires you to be in person at the downtown Pittsburgh office.

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. Applicants should possess:

- Demonstrated experience or knowledge 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 (OnBoardMeetings.com)
- 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
- 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

Compensation

This is a full-time in office position with a salary range beginning at \$38K annually with a comprehensive benefits package including medical, dental, and vision insurance and general time-off benefits including holiday, vacation, personal, and sick days. Salary is negotiable for candidates with demonstrated experience.

To Apply:

Interested candidates should send a resume and cover letter describing your fit for the position and salary requirements to jobs@radworkshere.org – **Subject Line: Receptionist / Office Assistant**. The position is currently available.

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.