

Job Title: Part-Time Office Administrator

Reports To: Executive Director

Hours: 30 hours per week / \$17.50 per hour

Location: Postal Road, Allentown, PA

To apply, send resume to vc@volunteerlv.org

To Learn more about Volunteer Center, please visit www.volunteerlv.org

Position Summary

The Volunteer Center of the Lehigh Valley (VCLV) seeks a detail-oriented, reliable, and community-minded Office Administrator to provide administrative and operational support for our programs and events. This position plays a key role in maintaining smooth day-to-day office operations, supporting communications and data management, and assisting with projects.

The ideal candidate thrives in a mission-driven environment, is highly organized, and enjoys supporting a small, collaborative team that makes a big community impact.

Key Responsibilities**Office & Administrative Support**

- Serve as the main point of contact for phone, email, and in-person inquiries.
- Maintain an organized office environment, including supplies, vendor relationships, and technology needs.
- Help to manage calendars and prepare materials for internal and external meetings.
- Support documentation, filing, and recordkeeping for organizational compliance.
- Maintain & regularly update email database (ensure accurate contact information & effective audience segmentation)
- Website maintenance & management (ensuring website is updated)

Program & Event Coordination

- Provide logistical and administrative support for Volunteer Center programs such as the Lehigh Valley Impact Conference, Volunteer Challenge, Intern Impact Day, and board development trainings.
- Assist with event registration, participant communication, materials preparation, and follow-up.
- Help maintain program data and participant records to support reporting and evaluation.

Communication, Outreach & Training

- Support the preparation and distribution of newsletters, event reminders, and other communications.
- Update contact lists, databases, and website content as directed.
- Nonprofit training for website and use of Salesforce
- Assist in maintaining an accurate calendar of events.

Financial & Data Support

- Assist with processing invoices, payments, and expense tracking in coordination with the Executive Director and bookkeeper.
- Manage support thank you letters

Salesforce – Nonprofit Account Management

- Oversee data management in Salesforce including maintaining accurate organization, contact, and volunteer records.
- Generate reports and dashboards to track program participation, event engagement, and partnership metrics.
- Support team members in using Salesforce effectively by entering data, running reports, and maintaining data integrity.

Qualifications

- Minimum of 2 years of administrative or office management experience; nonprofit experience preferred.
- Strong attention to detail and excellent organizational skills.

- Ability to manage multiple tasks and deadlines in a fast-paced, team-oriented environment.
- Proficiency in Salesforce (or other basic CRM systems, Microsoft Office Suite, Google Workspace, and email marketing platforms (ex. Constant Contact, Mail Chimp).
- Strong communication skills and a professional, positive demeanor.
- Passion for community engagement and supporting the mission of the Volunteer Center of the Lehigh Valley.