

United Way of the Greater Lehigh Valley Job Posting

Posting Date: 6/2/2021

Position: Administrative Assistant, Finance

Department: Finance

Supervisor: Marci Martinez-Howey, Sr. Director, Finance

Status: Hourly, Non-Exempt, Part-time (20 hrs. per week)

Position Description

This is an entry level administrative assistant position supporting our Finance Department. Duties include: **admin support for committees** (organizing meetings, taking and publishing minutes, facilitating virtual attendance), **customer service** (for partner agencies), **data entry** (pledge & EFT information entry), **general office support** (ordering supplies, distributing mail, processing facilities requests), and other **clerical tasks**. Excellent opportunity for career growth within the Finance Department with a potential to move to full-time in 1-2 years. The schedule is flexible with a morning start, 5 days a week M-F, approximately 4 hours a day.

Work Experience and/or Education

Entry level with no specific work experience or education required. Successful candidate will have an aptitude for and interest in a professional office career. Professional or volunteer work experience or a relevant education in a range of ANY of the following would be a plus: book-keeping, accounting clerk, data entry, administrative assistance, office manager.

Skills

- Touch type at 50 words per minute and 10-key at 10k per hour.
- Familiarity with general office equipment,
- Knowledge of business English correspondence, correct punctuation, and grammatical usage,
- Bi-lingual in Spanish preferred.
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook, MS Teams),
- Understanding of and commitment to the mission, vision, and goals of United Way,

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 1%-3% of base pay. In addition, this position is eligible for our 401k retirement plan with employer contributions beginning at 1 year of service. Due to the part-time status of this position, it is not eligible for paid leave or our insurances.

Remote Work and Pandemic Conditions

While UWGLV does offer a telework policy, this position mostly requires a physical presence in our Allentown, PA office and has limited eligibility for telework. Even during periods where public health officials are recommending telework to reduce the spread of infectious disease this position can be done only about 50% remotely.

HOW TO APPLY

Interested candidates may apply via: <https://easyapply.co/job/administrative-assistant-finance-part-time?rcid=uwglv> or contact Mary Terp, Sr. Director, Human Resources, maryt@unitedwayglv.org, 610-807-5712

