

United Way of the Greater Lehigh Valley Job Posting

Posting Date: 6/1/2021

Position: Administrative Assistant (2 positions open)

Department: Executive Office

Supervisor: Stella Petrocelli, Director Executive Office

Status: Hourly, Non-Exempt, Full-time (37.5 hrs. per week)

Position Description

Provide direct administrative support: schedule management, meeting organization, preparing meeting materials, taking and publishing meeting minutes, interact on behalf of executives.

Provide administrative support for volunteer committees: provide excellent customer service for volunteers, donors and partners including relationship building with committee volunteers and their admins and CRM maintenance in donor database.

Work Experience and/or Education

3-plus years of professional or volunteer work experience in a range of ANY of the following: executive support, administrative assistance, office manager; relevant education considered in lieu of work experience.

Skills

- Familiarity with general office equipment,
- Knowledge of business English correspondence, correct punctuation, and grammatical usage,
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook, 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. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

Remote Work and Pandemic Conditions

This position is based in our office in Allentown, PA for at least 70% of the schedule. After an introductory period and if the work allows, this position may choose to work remotely for up to 30% of the schedule. During periods where public health officials are recommending telework to reduce the spread of infectious disease this position can be done nearly 100% remotely.

HOW TO APPLY

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

