

# Administrative Assistant

## Early Learning Hub and Family Center

## Job Description

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Trying Together

April 2020

### General Position Description

The Administrative Assistant, Early Learning Hub and Family Center will perform technical administrative work, including a variety of administrative assignments. This position provides direct support to the Early Learning Hub and Family Center, located at 7219 Kelly Street, Pittsburgh, PA 15208.

This position will work closely with the Operations Manager to oversee facility and operational functions at the Early Learning Hub and Family Center.

This Position Reports to: Director of the Early Learning Hub and Family Center

### Key Responsibilities

- Greet visitors.
- Receive and process mail.
- Order office and facility supplies.
- Maintain Google calendar.
- Schedule meetings, including set-up and catering.
- Photocopying and scanning.
- Filing, organizing.
- Assist with office maintenance scheduling and coordination.
- Assist staff with projects as needed.
- Work effectively and collaboratively with community partner organizations.
- Maintain strict confidentiality.

### Additional Knowledge, Skills and Experience Required

- Adherence to the NAEYC Code of Ethics.
- Demonstrate ability to work with diverse populations.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of the work.
- Competency with Microsoft Office, Google Docs, and Internet research.
- High level of organization skills.
- Effective written communications.
- Proactive approach.
- Ability to prioritize and manage multiple tasks simultaneously and work within deadlines.
- Well-developed oral and written communication skills.
- Child Abuse, PA State Criminal clearances and Fingerprinting required.

### Educational Requirements

- High school graduate.
- Some college preferred.

### Physical Requirements

- Ability to lift and move 10 – 20 pounds
- Personal transportation is a plus.

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#### Employment Type

- This is a full time (40 hours/week), hourly/non-exempt position. Some flexibility required, including weekend and evening hours as needed for events.