



**Position:** Administrative Assistant | **Full-Time:** Hourly Position

**Culture:**

Trying Together's mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

**Purpose:**

The Administrative Assistant for The Homewood Early Learning Hub & Family Center will perform technical administrative work, including a variety of administrative assignments. This position provides direct support to the Hub & 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 Hub & Family Center and will report to the Director of The Homewood Early Learning Hub & Family Center.

**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 and 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.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.





**Qualifications:**

- 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.
- High School graduate. Some college preferred.

**Required Clearances:**

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.

**Required Training:**

- Mandated Reporter Training (must be completed in the first month of placement).

**Physical Requirements:**

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

**Benefits:**

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.
- Full-time (40 hours/week), hourly/non-exempt position. Some flexibility required, including weekend and evening hours as needed for events.

**Interested Applicants:**

Submit a cover letter and resume with a minimum of three work-related references to [jobs@tryingtogether.org](mailto:jobs@tryingtogether.org). Phone calls will not be accepted. Posting will remain open until filled.

