



5604 Solway Street, Pittsburgh, PA 15217

412.421.3889  
tryingtogether.org

**Position:** Administrative Assistant  
**Full-Time | Hourly Pay:** \$20.00

**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 encourages its team, partners, and communities to interact compassionately and honor the range of cultures, ideas, and identities that root each person. Young children develop and learn by example; this means that children whose early learning environments reflect just actions, equitable opportunities, diverse representation, and inclusive approaches experience healthier interactions and build relationships that enable them to thrive.

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:**

- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society by actively participating in professional growth opportunities.
- Actively work with peers to create a culture of belonging at Trying Together.
- Willingness to disrupt practices that do not honor children's, families', educators', and colleagues' humanity.
- 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.
- Set-up and break-down of groups and programming.
- Assist with office maintenance scheduling and coordination.
- Maintain upkeep of the company van.
- Ability to multitask.
- Assist staff with projects as needed.
- Work effectively and collaboratively with community partner organizations.
- Maintain strict confidentiality.
- Work collaboratively across departments within Trying Together to meet the mission and accomplish the work.
- Participate in initial and ongoing professional development for continuous learning and expanding one's professional knowledge base.



- Consistently use the NeonCRM platform to build relationships with constituents, record data that measure project performance, and support continuous quality improvement in the organization's resources and services.
- Other duties as assigned.

### **Qualifications:**

- Demonstrated ability to work with diverse personalities, and a wide variety of professional backgrounds and experiences of the organization, its partners, and the field it serves.
- 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 experience is preferred.
- Ability to work occasional evenings and/or weekends.

### **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.
- Valid Driver's License and proof of insurance.





**Required Training:**

- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).
- PQAS Professional Development Instructor Certification (must be obtained within the first year of employment).

**Physical Requirements:**

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

**Benefits:**

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

**Interested Applicants:**

Applicants must apply at [tryingtogether.applytojob.com/apply](https://tryingtogether.applytojob.com/apply) and upload their cover letter, resume, and three work-related references. Phone calls will not be accepted. Posting will remain open until filled.

