

**Position Profile for Administrative Assistant**  
**Six Month Part-Time Temporary position**  
**September 2019 through February 2020**

**PPC Mission Statement:**

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

**Position Summary:**

This position supports the Pittsburgh Parks Conservancy (PPC) by providing general and diversified administrative support to all departments. The position will primarily work at the PPC Southside office but will spend approximately one day a week at the Frick Environmental Center (may vary seasonally). The assigned tasks will vary significantly. The ideal candidate will be comfortable with a fast-moving work environment, different leadership styles, and occasional ambiguity.

**Key Assignments and Accountability:**

- Entering data into a variety of systems from a variety of sources (e.g. handwritten forms, excel downloads, etc.). Data entry is a significant responsibility of the position.
- Performing various administrative tasks associated with the summer camp program including collecting forms and data integration for each week of camp.
- Coordinating background checks for new employees and updating and maintaining matrices of clearances.
- Filing, sorting, and organizing electronic and paper documents; including tagging photographs and complying with the PPC document retention policy.
- Assisting with event management; and travel arrangements.
- Assistance with merging, stuffing and sending mailings.
- Ensuring office conference spaces are operating properly (i.e. projectors, laptops, conference lines, etc.) and preparing spaces before and after meetings (set up, clean up, refreshments, etc.).
- Inventorying and managing supplies and materials that are shared between departments (e.g. laptops, iPads, easels, tablecloths).
- Processing routine paperwork including: Purchase orders, invoices, expense reports.
- Coordinating with newspapers and other entities for publicly required announcements related to capital projects.
- Drafting and editing correspondence and assisting with the preparation of requests for proposals and/or requests for qualifications.
- Adding business cards/contacts to Outlook, PPC contacts database.
- Ordering supplies, equipment, materials, and stationery.
- Assembling handouts and meeting materials.
- Reserving/filling out forms with the City of Pittsburgh for different events.
- Scheduling classes; scheduling interns and volunteers; and establishing and executing confirmation/reminder emails for teachers.
- Integrating building data.

**Minimum Qualifications:**

- 3 years of job-related work experience preferred.

**How to Apply:**

Send cover letter, resume and salary expectation to [info@pittsburghparks.org](mailto:info@pittsburghparks.org) by August 19th at 4PM.

The Pittsburgh Parks Conservancy is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.