



## JOB ANNOUNCEMENT

Part-time, M-F, flexible, **ADMINISTRATIVE ASSISTANT** at the 5907 Penn Avenue Offices to provide administrative, clerical, general office coordination and overall organization support under the direction of the Executive Director.

### **GENERAL DUTIES INCLUDE** *but not limited to ...*

- Maintain accurate, complete, and timely records as required.
- Professionally greet staff, residents, and all office visitors.
- Answer telephone – professionally handling issues or directing calls appropriately.
- Provide internal and external “customer” service and clerical support for administration and staff.
- Sort and distribute mail. Assist with correspondence and bulk mailings.
- Create documents utilizing word processing, desktop publishing, or other presentation software.
- Participate in required meetings, take minutes, and distribute accordingly.
- Research and compile information – create spreadsheets, reports, and prepare materials as needed.
- Schedule Executive Director’s & MOMS Program Manager’s calendars as requested/needed.
- Maintain and file confidential organization documents, client and HR personnel information.
- Assist with board, volunteer & fund raising events; coordinate meetings, donation coordination, etc.
- Data entry and database management as needed.
- Maintain general office organization, cleanliness, and upkeep.
- Order program, break room, and office supplies.

### **REQUIRES**

- Associate’s of Science Degree or some college preferred. High School/GED required.
- Current/valid PA Driver's license and ability to drive between sites as needed.
- At least one year of professional office experience.
- Advanced computer skills and working knowledge of common office equipment, e.g., multi-line phone system, combined printer/fax/copier, intercom, etc.
- Excellent written, verbal, and interpersonal communication skills to establish and maintain good will and good working relationships with supervisors, coworkers, visitors, program participants, contract workers, community representatives, etc.
- Demonstrated leadership, reasoning, and positive problem solving skills.
- Effective time management skills, i.e. ability to multi-task, prioritize, and complete all assigned tasks.
- Ability to work well, and maintain professionalism, under pressure.
- Cultural respect, sensitivity, and the ability to maintain confidentiality.
- Ability to acquire Act 33/34 child abuse and FBI Clearances (employer reimbursed.)
- Must obtain annual TB testing (employer reimbursed.)
- Must attend and participate in all required training programs.

### **SPECIAL CRITERIA**

- Because of program treatment philosophy, persons identified with - or who have been diagnosed with - an alcohol or other drug dependence must be abstinent for at least two years prior to employment and remain abstinent throughout employment. All candidates must be willing to adhere to the Substance Abuse/Drug Free Workplace policy including pre-employment screening.
- Ability to acquire Act 33/34 & FBI clearances (employer reimbursed - after contingent job offer.)
- Must obtain annual TB (PPD) testing (employer reimbursed - after hire.)
- Must attend and participate in all required training (after hire.)

*Sojourner House offers a competitive salary and excellent benefits.*

**Qualified internal candidates are invited to submit an updated resume and a brief email/cover letter to Sojourner House Human Resources at [khightower@sjhpa.org](mailto:khightower@sjhpa.org) for immediate consideration.**