

Keep Pennsylvania Beautiful  
105 W. Fourth St.  
Greensburg, PA 15601-2981

### Office Coordinator and Assistant

The Office Coordinator and Assistant oversees maintenance of office systems and procedures to ensure the office runs efficiently and effectively; provides direct administrative support to the President and general administrative support for programming and development needs of the organization.

The Office Coordinator and Assistant reports directly to the President and is a non-exempt, non-supervisory, 30 hr. a week position with the expectation to be in the office Monday through Friday. This position is considered full time w a rate of \$15.00/hr. Keep Pennsylvania Beautiful offers a generous benefits package, paid time off, as well as a matching 401k. To apply, please email resume and cover letter to [info@keepppabeautiful.org](mailto:info@keepppabeautiful.org) by November 22, 2021. No phone calls please.

#### Responsibilities include:

- Serve as primary contact for all inquiries coming into the office and be responsible for providing information, taking messages, transferring calls, and forwarding emails as appropriate.
- Perform all functions related to processing of incoming/outgoing mail, including afternoon delivery to the post office for late outgoing mail/parcels, account tracking for bulk mail and postage due.
- Maintain record keeping and filing system for the organization.
- Maintain the inventory and procurement of office supplies.
- Maintain and oversee maintenance and service agreements of office equipment, phones and technology system; interact with vendors and address needs as they arise.
- Maintain inventory and facilitate distribution of educational materials.
- Maintain and update contact information for all volunteers, donors, and other stakeholders in the CRM (Customer Relationship Management system).
- Support administrative and clerical needs of the President.
- Support program activities as needed including performing mail merges, coordinating mailings, procuring supplies, packaging and shipping of supplies, packing of materials and other support as needed.
- Support development activities as needed including but not limited to performing mail merges, processing donor appeals, recognizing donors, and maintaining development records.
- Support human resource activities including new hire onboarding, creating online accounts, e-mail setup, computer acquisitions, work site preparation and orientation.
- Record accounts receivable and prepare invoices for processing, and take deposits to bank.
- Assist with the organization and preparation of meetings and special events.
- Coordinate and serve as primary contact for car rentals for all staff.
- Perform general office maintenance and other administrative and clerical duties as assigned.

#### Qualifications & Competencies:

- Experience with database management.
- Proficiency in Microsoft Office Suite including Word and Excel.
- Familiarity with maintaining a server and basic computer systems a plus.
- Familiarity with Word Press and content management systems and a plus.
- The ability to work independently and in a team environment.
- The ability to organize projects, budgets and reports.

#### Requirements:

Applicant should possess:

- High school degree or equivalent
- 3-5-year office management experience

Keep Pennsylvania Beautiful is an equal opportunity employer. Discrimination on the basis of age, race, color, creed, sex, ancestry, national origin, marital status, sexual orientation, handicap or disability, or religion, in any term, condition or privilege of employment is prohibited.