

Office Administrator 2026

Keep Pennsylvania Beautiful is seeking a highly organized and dependable Office Administrator to support the day-to-day operations of our small nonprofit team. This position is scheduled for 30 hours per week in our downtown Greensburg Office, is considered a full-time position, and reports to the Executive Director. The role is ideal for someone who enjoys helping others, keeping systems organized, managing details, and contributing to meaningful work that supports cleaner, healthier, and more beautiful Pennsylvania communities. We welcome candidates who bring strong administrative skills, a collaborative mindset, and an interest in mission-driven work.

What You Will Do

- Provide day-to-day administrative support for office operations, programs, communications, records, and workflow.
- Support leadership with scheduling, meetings, correspondence, travel arrangements, and general clerical assistance.
- Assist with mailings, Customer Relationship Management (CRM) updates, donor and volunteer records, and program support tasks.
- Process invoices, support deposits and recordkeeping, and coordinate with vendors and service providers.
- Help coordinate onboarding logistics, office technology access, and equipment tracking.
- Use Microsoft 365, WordPress, CRM systems, and other office tools to support daily operations.

What We Are Looking For

- Two or more years of experience in office administration, administrative support, customer service, nonprofit support, or a similar role preferred; transferable experience from small teams, community organizations, or service-oriented environments is welcomed.
- Strong organizational, communication, customer service, and problem-solving skills.
- Proficiency with Microsoft Office or Microsoft 365 and comfort using office technology.
- Familiarity with WordPress and CRM systems.
- Ability to manage multiple priorities, maintain confidentiality, and work independently.
- Experience supporting basic IT coordination, vendors, or office systems is a plus.

Compensation

This position is scheduled for 30 hours per week, considered full-time, with an hourly rate of \$17-\$19/hr. commensurate with experience and qualifications.

Benefits

Keep Pennsylvania Beautiful offers competitive benefits package including health insurance, paid time off, paid holidays, matching 401k, flexible scheduling, professional development support, an inclusive work environment and the opportunity to contribute to a collaborative, mission-driven organization serving communities across Pennsylvania.

Equal Opportunity Employer

We are an equal opportunity employer committed to building an inclusive and respectful workplace. We welcome candidates from a wide range of backgrounds and experiences and consider applicants for employment without regard to any characteristic protected by applicable federal, state, or local law.

About Keep Pennsylvania Beautiful

Keep Pennsylvania Beautiful empowers Pennsylvanians to keep our communities clean and beautiful. Through community engagement, education, volunteer support, and partnerships, the organization helps strengthen local pride, inspire stewardship, and support practical efforts that improve quality of life across the Commonwealth.

How to Apply

Please submit a resume and cover letter describing your relevant experience, interest in the role, and connection to mission-driven work. Applications will be reviewed on a rolling basis until the position is filled. Please send resume and cover letter to info@keepapbeautiful.org. Please include Office Administrator in subject line. No phone calls, please.