

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

WAYNESBURG PROSPEROUS & BEAUTIFUL, INC.

POSITION: Administrative Assistant – Part Time

SUPERVISION:

Employee will report to the Main Street Manager of Waynesburg Prosperous & Beautiful (WPB) as well as the Executive Committee of Board of Directors in the Main Street Manager's absence.

JOB FUNCTION:

Employee is responsible for assisting the Main Street Manager in the implementation of the "Program of Work" as outlined by the Board of Directors and the "members" of WPB.

JOB RESPONSIBILITIES:

1. Performs such daily duties as answering and directing all incoming calls, drafting correspondence and scheduling appointments. Information presentation/sharing to incoming inquiries by phone, mail, email and walk-in visitors.
2. Responsible for maintaining confidential documents and preparing PowerPoint presentations and maintaining database of downtown business and property owners.
3. Brochure and materials distribution by mail in response to requests. Maintenance of the inner-office information center.
4. Event assistance and support as needed and requested by the Main Street Manager.
5. Completion of event communications by various means to include mail, email, phone, personal visits, etc. for events and functions.
6. Assisting with the development and enhancement of "members" including recruitment and retention as outlined in the "Program of Work".
7. Completion of the member newsletter mailing for delivery (delivery means as determined).

8. Staffing the office during WPB board meetings, committee meetings and other various WPB meetings and functions as required. Acting as the liaison for the Main Street Manager and WPB in certain situations.
9. Attendance at WPB events and functions to set-up, execute and tear down as required by the specific event. Evenings and weekends may be required periodically based on the event as requested.
10. Develop and maintain relationships with as many member (or Main Street) businesses and property owners, (stakeholders and executives internal and external to WPB) as possible during regular office duties.
11. Related duties as required and assigned by the Board of Directors (Main Street Manager will have the ability to assist in prioritizing said duties to avoid possible conflicts of deadlines, etc.).
12. Attend monthly board meetings and assist with the recording of said minutes.
13. Assist in maintaining the office as a clean and welcome place for visitors.

SKILLS:

- Successful candidate will have 1-3 years of professional office experience with the demonstrated ability to multi-task in a fast-paced office environment.
- Must be proficient in Microsoft Office products (EXCEL, WORD, POWERPOINT, ACCESS).
- Excellent written and oral communication skills and people skills.
- Possess good organizational skills with an eye for detail.
- Motivation to complete tasks by assigned deadlines and work independently without supervision in an organized manner.

Interested candidates should submit a cover letter and résumé to Jeanine Henry Waynesburg Prosperous & Beautiful PO Box 994, Waynesburg, PA 15370 or careers@waynesburgpa.org.