



Position Announcement

Administrative Specialist

Job Title: Administrative Specialist

Department: PCAR Administration

Reports to: Office Manager

FLSA Status: Full-Time, Non-exempt

Work Hours: Regular business hours

Travel Expectations: Occasional in state travel for training and assisting with events

Salary Range: \$35,000 to \$39,000

Position Summary

Manages office events and assists with the coordination of meeting and event logistics. Provides administrative support for staff and is responsible for coordinating the hiring and orientation process.

Essential Duties and Responsibilities

Administrative responsibilities:

- Assist with answering and screening telephone calls, and arranging conference calls
- Composes and types routine correspondence
- Assist with meeting minutes, agendas, filing, scheduling and other general office support as needed
- Organizes and maintains file system, and files correspondence and other records
- Maintains schedule of building events and visitors
- Assist with maintaining documents and structure of shared company drive.
- Attend and coordinate meetings and/or training as requested (may require overnight travel)
- Serve as back up contact to Office Manager for landlord and janitorial service.
- Maintains administrative calendar and helps manage logistics of administrative scheduling.
- Work closely with Office Manager and cover for one another during absences – such as distributing interoffice mail, supply order, trouble-shooting office equipment, etc.
- Distribution of inner office mail between floors
- Return incorrectly addressed mail, and contact vendors to have old names removed from mailing

lists.

- Back up the Office Manager for orientation on the Operations Manual and Provide orientation on telephone system to new staff.
- Assist in answering doors and responding to vendors.

Meeting Coordination:

- Coordinate with staff to organize and manage meeting details
- Provide on-site leadership and support to meetings when necessary
- Arranges programs, events, or conferences including facilities and caterer, as well as issuing information or invitations, coordinating speakers, and managing event budget and provide oversight of meeting logistics,
- Arranges detailed travel plans and itineraries and compiles documents for travel-related meetings
- Research and maintain files on caterers and other hospitality industry vendors
- Follows funder guidelines when planning logistics for all events
- Coordinates use and rental of meeting space
- Manages contracts for rental of meeting space

Human Resource Support:

- Oversee and schedule orientation for new staff
- Maintain staff information in the Customer Relationship Management (CRM) system.
- Assist with updating the Operations Manual
- Assist with updating the Emergency/Disaster Planning Manual
- Assist with tracking updates to Position Manuals
- Assist with employment announcements
- Maintain master file of organizational job descriptions and organizational chart

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Travel requirements:

This position requires in-state travel.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Six month to one year related experience and/ or training; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Requirements:

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position, including: Microsoft Office, Internet, office equipment.
6. Accept and abide by the mission and core values of PCAR.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.
8. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

Certificates, Licenses, Registrations

None

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Salary Range

\$35,000 to \$39,000 depending upon qualifications.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at pcar.org/employment by August 14, 2022.

Who We Are

Founded in 1975, PCAR works to end sexual violence and advocates for the rights and needs of all sexual assault victims. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Ensures that communities have access to quality victim services and prevention education by providing funding, training, materials and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across the Commonwealth.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.
- Launched the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.

- Works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops and disseminates resources regarding all aspects of sexual violence prevention and intervention. The NSVRC also is a partner in a collaborative effort with the National Alliance to End Sexual Violence (NAESV), and the ValorUS to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation. RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual violence within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Equal Employment Opportunity Commission

PCAR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.