



# Executive Assistant to the Executive Director

## About McKees Rocks Community Development Corporation:

**Our Equitable Vision** – McKees Rocks Community Development Corporation (MRCDC) envisions a Sto-Rox where places serve people and support community growth, and where systemic oppression is replaced with empowerment. We foresee an equitable, liveable, safe, creative, and thriving community; one that inspires its residents, entrepreneurs, and visitors.

**Our Inclusive Mission** – The mission of MRCDC is revitalization; we work with the Sto-Rox community to foster inclusive and equitable economic growth, generational wealth building, affordable housing, commercial development, and creativity.

## Essential Duties & Responsibilities

### Position Summary

The Executive Assistant provides high-level administrative support to the executive director by maintaining her/his calendar; preparing a variety of reports; handling information requests; performing various clerical functions, such as preparing correspondence, scheduling meetings and making associated arrangements; and communicating as necessary with staff members, funders and the community at large on behalf of MRCDC as well as attending community events.

In addition to filling these roles that are critical to the success of the organization, this is an excellent opportunity for the successful candidate to participate in community change and provide their input into the ongoing strategic development of the Sto-Rox community. We are also committed to professional and personal growth at MRCDC and would nurture that in the successful candidate.

### Essential Job Responsibilities

- Maintain the executive director's calendar, making adjustments as necessary to ensure scheduled commitments are fulfilled
- Handle sensitive situations/matters in a confidential manner

- Schedule meetings and notify participants; handle all meeting arrangements
- Compose and distribute correspondence as requested and appropriate
- Share information on behalf of the executive director as necessary
- Take and transcribe meeting minutes as requested
- Assist members of the leadership team in accomplishing MRCDC's objectives
- Establish/maintain effective communications/relationships with staff members, board members, funders and community leaders
- Perform typical office administrative duties, such as preparing documents, sending emails
- Attend community events/meetings, outreach opportunities with residents and resident Ambassadors as needed
- Research topics as requested and participate in professional development

### **Additional Job Responsibilities**

- May be involved in meeting planning and execution
- All other duties as assigned

### **Required Qualifications**

- High school graduate or equivalent; post-secondary education is a plus
- Prior executive assistant experience
- Possess a work style that can adapt to a rapid pace and changing priorities
- Excellent organizational skills and ability to multi-task
- Excellent written, oral, and verbal communications skills
- Proficiency with Google Suite of tools, and scheduling apps like Doodle
- Ability to work a flexible schedule; some evening work may be required

### **Preferred Qualifications**

- Resident of the Sto-Rox community
- Familiarity with the Sto-Rox community and its population/programs

### **Salary and Benefits**

**Salary:** \$35,000 to \$40,000 depending on experience, demonstrated skills, and relevant education.

**Benefits include:** MRCDC offers a benefit package including Paid Time Off, a monthly Health Insurance allowance, 401K plan, and flexible work scheduling

## To Apply

**Position:** Executive Assistant

**Reports to:** Executive Director

**Location:** McKees Rocks Community Development Corporation, 701 Yunker Street, McKees Rocks, PA 15136

**How to apply:** Please prepare a relevant cover letter and full resume attached to an email with the heading: Executive Assistant. Send email to: [office\\_admin@mckeesrocks.com](mailto:office_admin@mckeesrocks.com)

Please understand we cannot accept phone calls regarding the position; however, all applications will be acknowledged as received.

**Deadline date:** March 14, 2023.

*McKees Rocks Community Development Corp. is an equal opportunity employer.*