

**Position:** Executive Assistant, (part-time, not to exceed 25 hours/week)  
**Location:** P4W, 650 Smithfield Street, Pittsburgh, PA 15222  
**Reports to:** Chief Strategy Officer

### **Summary**

As the leader of Pittsburgh/Allegheny County's public workforce system, Partner4Work (P4W) works to ensure that the current and future needs of businesses and job seekers are met. Through innovative initiatives, advanced thought leadership, and programs spanning every facet of the workforce, P4W bridges the gap between people looking for work and companies in need of talent.

The Executive Assistant, a part-time position, is a newly added position that will increase the administrative capacity of the office. The Executive Assistant will report directly to the CEO.

### **Essential Duties and Responsibilities**

#### **Support to Chief Executive Officer**

- Manage calendar upon request
- Schedule meetings with senior executives and large groups
- Monthly preparation of American Express Account reporting
- Monthly preparation of expense reimbursement report
- Make and manage travel arrangements, including keeping the CEO's calendar updated with all pertinent travel information
- Preparation of internal conference approval form for each business trip, identifying the estimated costs for each
- Register CEO for conferences and events upon request
- Ensure CEO has meeting materials required in advance of meetings, conference, board meetings and events
- Monitor Executive Assistant email continuous throughout the day to ensure timely response to CEO requests for assistance
- Draft correspondence
- File documents
- Creation and maintenance of spreadsheets, presentations and word documents
- Proof read materials

Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

- Thorough knowledge and understanding of all Microsoft Office software, including Word, Excel, PowerPoint and Outlook
- Proof reading skills
- Strong organizational skills

- Ability to multi-task and prioritize workload
- Detail oriented
- Able to think independently
- Ability to work confidentially and with discretion
- Self-starter who can work both independently and in a team

### **Education/Experience Requirements**

Five plus years of related office experience.

### **ADA Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to write and/or type; and talk or hear. The employee is occasionally required to stand, walk, and bend. The employee may occasionally lift and /or move up to 10 pounds. The work environment characteristics are representative of those an employee encounters in an office environment.

This position description in no way states or implies that these are the only job duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

**To apply:** Send a **cover letter, resume, and three references** to [info@partner4work.org](mailto:info@partner4work.org). P4W provides equal opportunity in employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. P4W is an EEO employer.