



Administrative Assistant Job Description

Position Reports to: CEO

Type: Salary Full Time

Pay: \$48,800/ year

FLSA: Exempt

General Overview:

Performs administrative duties for executive management. Responsibilities may include screening calls; managing calendars; making travel, meeting, and event arrangements; preparing reports and financial data; and customer relations. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters may be required.

Responsibilities:

- Maintains CEO's calendar (i.e., schedules meetings and recurring events, schedules large conference rooms, orders food, ensures applicable equipment is available and ready for meetings, may make travel arrangements).
- Maintains workflow by studying methods, implements cost reduction, and developing reporting procedures. Assists with budget monitoring, planning, balancing, and record keeping.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personal requirement; implementing changes.
- Helps CEO and Vice President prepare presentations (i.e., provides content editing/content recommendations in addition to standard proofing).
- Sorts, distributes, prioritizes, and composes routine correspondence following established procedures, not requiring management review (i.e., reads correspondence/ highlights important items and sends to CEO, sends emails sent on behalf of CEO, draft and send meeting minutes, draft and send meeting invites and reminders, forwards emails to appropriate distribution list on behalf of CEO).
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Answers, screens, and routes incoming calls and messages; greets, screens, and directs visitors to appropriate staff members.
- Provides TCSL support concerning public communication and administrative work pertaining to registration and payment, registration confirmations, refunds, etc.
- Check for incoming mail and packages, open and distribute as needed.

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- Performs routine clerical functions, such as copying, sorting, filing, and typing. Sets up and maintains varied office files, logs, and records office activities.
- Familiarity with social media platforms including Zoom meetings/webinars and other internet-based methods of learning and communication.
- Makes copies of handouts and/print materials and other publicity and communication needs.
- Implement job posting procedure and process; conduct (3) professional references on each chosen applicant; conduct background checks on education and previous employment.
- Implement orientation/onboarding for new employees; handbook review with new employees; cover benefits and policies with new hire; introduce the new employee to all management and employees; complete new employee checklist; make sure all employees have required policies signed; review all employee files for compliance and separation.
- Guide management on completing employee evaluations annually, documentation of disciplinary actions/warnings, employee improvement plans; track leave of absence. Use termination forms including termination checklists for consistent documentation of employee issues and maintains copies of forms in the Employee personnel files; implement a termination letter.
- Performs other related job duties as assigned .

Qualifications:

- Act 33 Pennsylvania Child Abuse History Clearance; Act 34 Pennsylvania Criminal History Clearance; Act 114 FBI Fingerprint Criminal Background Check.
- Superior organizational skills and proven ability to successfully manage multiple deadlines, while maintaining a high level of attention to detail.
- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
- Commitment to the lab's values of collaboration, trust, racial justice, community and accountability.
- Exhibits polite and professional communication via phone, e-mail and mail. Excellent customer service approach, able to communicate in a tactful, pleasant and professional manner.
- Able to deal with, and adapt to, complexities related to varying agendas, priorities, personalities, etc.
- Ability to work well with all levels of internal management and staff, as well as outside vendors.
- Sensitivity to confidential information and matters is required.
- Ability to perform advanced functions in Apple Suite products and MS Suite products, electronic mail/calendar, spreadsheet, presentation, and database software.
- Ability to juggle multiple tasks for different staff members.

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- Proactive, problem-solving skills.

- Ability to work both as part of a team and independently in a reliable manner, with minimal supervision. ●

Working knowledge of business processes and procedures.

- Knowledge of basic accounting and financial principles and functions.
- Ability to analyze data and use basic reasoning skills.
- Excellent verbal and written communication skills
- Genuine desire to help others

Education and Experience:

- High school diploma or general education degree (GED) required. Associate's degree in Business Administration preferred.
- 2+ years of clerical, secretarial, or office experience.
- Experience working with non-profit organizations.
- Valid driver's license and current automobile insurance.

Physical / Mental Characteristics

- Ability to lift 5-30 lbs, stand, carry, climb, sit for long periods using accepted ergonomic principles, work in confined space, etc.
- Ability to perform fine motor skills
- Ability to use a computer for entering or retrieving data
- Excellent hand-eye coordination

NOTE: The above description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization.

The Citizen Science Lab provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The CSL expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Organizational Overview

The Citizen Science Lab is a non-profit hands-on laboratory where inquisitive minds and science enthusiasts can explore the life sciences. We are open to everyone to observe and analyze through discovery-based STEM enrichment. The CSL serves the Pittsburgh region with extracurricular enrichment support via homeschool and weekend workshops, after-school programs, summer camps, lab memberships, birthday parties, and other events.

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