

WE ARE **HIRING**



York County
Economic
Alliance



BE OUR NEXT

Administrative Assistant

**WHO
WE'RE
LOOKING
FOR**

You must have a strong ability to **multi-task, meet deadlines, work independently**, and prioritize multiple projects with excellent attention to detail.

Provide confidential administrative support to the Executive Leadership Team and support various **York County Economic Alliance** departments and initiatives as #WeMakeThings happen in York County.

You would join the Operations department, which is responsible for accounting, human resources, and administration for YCEA and its related entities. This position reports to the Vice President Operations & CFO and works closely with the President & CEO and other executive staff. This individual will provide support to all departments.

WHAT YOU'LL BE DOING

- Receive, vet, and prioritize inquiries, meeting requests, and correspondence.
- Maintain and oversee the President & CEO and other members of the Executive Leadership Team's scheduling, correspondence and speaking engagements.
- Provide administration for YCEA's Board of Directors, and affiliated board of directors for other legal entities that the YCEA works closely with, this requires scheduling and attending meetings, ensuring timely preparation and distribution of meeting materials, such as agendas, financial reports, etcetera, recording and preparing meeting minutes.
- Support YCEA team with various events, programs, and projects.
- Greet and assist YCEA and tenant guests.
- Direct incoming calls and information requests to appropriate YCEA staff, members, and partners, or external organizations.
- Process accounts payable invoices for multiple entities and assist with other accounting tasks as assigned.
- Perform other duties as required.

WHO YOU ARE

- ▶ BS/BA degree preferred.
- ▶ 5-7 years of experience preferred.
- ▶ Excellent organizational and time management skills.
- ▶ Ability to be detail oriented, flexible, work under pressure and meet numerous deadlines.
- ▶ Ability to communicate professionally and effectively with colleagues, stakeholders, volunteers, and the public.
- ▶ Proficient computer skills and knowledge of Microsoft Office Products.
- ▶ Ability to maintain confidential information.

**ADD
UP?**

APPLY!

Send cover letter, resume, salary requirements, and the names/contact information for three references in one PDF file to **LSchmaltz@YCEAPA.org** with "Administrative Assistant" in the subject line. Applications will be reviewed on a rolling basis.

Please submit resumes by Friday, March 10.

MORE STUFF YOU'LL WANNA **KNOW:**

We #MakeThingsHappen in YoCo!

We have a great team and our job is to wake up daily and make positive change occur across our County.

WHO
WE
ARE

HOW WE **SUPPORT** OUR TEAM

We offer competitive benefits that include healthcare, a retirement plan, paid family leave, and tuition reimbursement.

We respect that your personal time is important, that is why we offer paid time off and vacation leave and encourage you to utilize it.

We can accommodate flexible in-office and remote working.

We respect and encourage community volunteer involvement.

OUR **COMMITMENT**

The York County Economic Alliance and Downtown Inc are Equal Opportunity Employers and are committed to cultivating an environment where all voices are welcomed, celebrated and treated with respect. Our mission is to create equitable economic prosperity.

Our organization is dedicated to provide opportunities to all employees and applicants. We do not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other basis protecting employees and applicants under the law.

**WELCOMING
WORKPLACES**

Still curious?

CONNECT
WITH US!



@YCEAPA
@DowntownYorkPa