



## **Administrative & Development Assistant**

### **About Riverlife:**

Riverlife works to create, activate, and celebrate Pittsburgh's riverfronts, connecting people through exceptional places and experiences. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife oversees the city's waterfront transformation. We center our work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design.

### **Job Description:**

The Administrative Assistant is responsible for providing high level administrative support to the President and CEO, Riverlife leadership team, and the organization, including board and committee meeting coordination, managing office systems, and supporting the accounting, human resources, and development functions of the organization. This is a full time, exempt position reporting to the Chief Operating Officer.

### **Key Responsibilities:**

- Fields general organizational inquiries via phone, email, and visitors.
- Attends board and committee meetings; assists with preparing agendas and reports, taking minutes, and scheduling and meeting logistics.
- Provides scheduling support to the President and CEO, and prepares meeting materials.
- Coordinates the conference room calendar and provides AV and tech support for on site meetings as needed.
- Handles purchasing and leasing of office equipment, hardware, software, and supplies.
- Works with vendors to schedule work, negotiate rates and contracts, and contain costs.
- Develops streamlined office systems and troubleshoots IT issues.
- Oversees development and maintenance of internal information sharing systems and record-keeping structure and filing systems.
- Assists with gift processing, gift acknowledgement, appeal and stewardship mailings, data entry, and maintaining the donor CRM.
- Provides planning, logistics, and on-site staff support for Riverlife events.
- Provides accounting support including processing and coding invoices, preparing deposits, maintaining accounting records and files, and assisting with annual audit preparation.
- Provides human resources support including preparing and monitoring time sheets, coordinating new hire paperwork, maintaining personnel files, and scheduling support for hiring & recruiting.
- Provides general staff support and performs other administrative tasks as assigned.

### **Education, Experience & Abilities:**

- Two or more years of experience and demonstrated success providing high-level administrative support. Prior experience with development and fundraising a plus.
- Passion for Riverlife's mission and Pittsburgh's riverfronts, trails, and open spaces.
- Demonstrated commitment to equity and inclusion.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency.
- Strong organizational skills with a keen attention to detail.
- Ability to exercise discretion and sound judgment.
- Positive and professional attitude; strong work ethic and resilient spirit.
- Ability to work independently and collaboratively in a small, non-profit environment.
- Flexibility to attend meetings and work events on evenings and weekends as needed.
- Proficiency with Microsoft Office and Google Suite. Experience with Salesforce or other CRM tools preferred.

**Salary & Benefits:**

This is a full-time, exempt position reporting to the COO. The salary range is \$37,440 - \$42,640, commensurate with experience. Riverlife offers comprehensive employee benefits, including medical, dental, and vision insurance for staff and family members, retirement plan contribution, and generous paid time off.

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.

**How to apply:**

Applications accepted on a rolling basis until the position is filled. Interested candidates should send a cover letter and resume to [jobs@riverlifepgh.org](mailto:jobs@riverlifepgh.org). We ask applicants to complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce. <https://forms.gle/BhKumT3AZ9HGSuzWA>