



**Position Title:** Administrative Assistant  
**Hours:** 20 hours per week  
Monday through Friday, 8:30 am to 12:30 pm

**Organization Description:**

The LGBT Community Center Coalition of Central Pennsylvania (“The Center”) is a volunteer-led effort to create a regionally representative community center as both a location and a unifying point for central Pennsylvania’s large, diverse, and multi-county LGBT population. Our mission is to create common ground for the LGBT community and allies by providing services through spiritual, educational, and cultural activities that foster wholeness. The Center’s service area encompasses Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York counties.

**Position Summary:**

The Center’s Administrative Assistant is responsible for handling general administrative tasks. This person must be well-organized, professional, personable, and flexible, and they must be willing to represent The Center brand internally and to the public. As the administrative support person to The Center’s staff, the Administrative Assistant will need to proactively and efficiently support the day-to-day needs of staff and key volunteers. Written and communication skills, strong decision-making ability, and attention to detail are equally important. The Administrative Assistant reports to the Executive Director.

**Responsibilities:**

- Provide general office support for The Center, including checking and responding to mail, ordering office supplies, and maintaining office cleanliness and sanitation.
- Provide support for The Center’s fundraising efforts, including database and mailing list maintenance, some banking, and preparing donor acknowledgement letters.
- Develop and maintain the currency of information of The Center’s website and social media outlets.
- Coordinate volunteer schedules and process clearance forms.
- Provide administrative support as needed for The Center’s communications and programming efforts; coordinate print newsletter mailings and online newsletter.
- Other duties as required.

**Other Requirements:**

- Work will be primarily at The Center’s offices at 221 N Front Street, Harrisburg. Some minimal travel in the service area may be required.
- Evening or weekend work may be required.
- Ability to lift up to 40 pounds.
- Clear State Police Background Check, Child Abuse Clearance, and FBI Criminal Background Check.

**Background Requested**

- Proficiency in Microsoft Office, Internet
- 2-3 years administrative experience

*Please send a cover letter and resume to Louie Marven, 221 N Front Street, Harrisburg, PA 17101 or [lmарven@centralnahlghtcenter.org](mailto:lmарven@centralnahlghtcenter.org) by Friday February 17 2012*