

Administrative and Operations Assistant

The Susquehanna Greenway Partnership (SGP) seeks a collaborative and detail-oriented individual to assist with the continued growth and maintenance of the Susquehanna Greenway Partnership's operations. This is an excellent position for a self-starter who is interested in working within a dynamic nonprofit that welcomes creative ideas and offers opportunities to make a difference along the Susquehanna River.

The position reports to the Executive Director but has supportive roles to staff members on the SGP team, the board of directors, and various committees and partner work groups. Because of these roles, successful candidates will demonstrate flexibility, active listening to best understand how to support both organizational workflow and individual work needs, as well as exhibit creative problem solving.

Position: Part-time, non-exempt; 15-20 hours per week. Additional hours possible as funding and schedule allow.

Work Schedule: Flexible work schedule; set your own schedule within SGP's hours of operation (M-F 8:30 – 5:00). Occasional committee and board meetings may lie outside of the regular schedule.

Location: Telecommuting/remote; ideal candidates will be within driving distance of Williamsport, PA or Lewisburg, PA for occasional in-person meetings.

Compensation: \$13.00 - \$17.00/hour; Dependent on Experience

Essential Functions and Duties

The Administrative and Operations Assistant will help support SGP's operations. Key responsibilities will include:

- **General Administration:**
 - Coordinate Board of Directors, Committee, and Work Group meeting logistics and the dissemination of materials.
 - Help with the preparation of pre and post meeting materials and records.
 - Assist in the development and maintenance of SGP's donor/constituent relationship management software system (CRM).
 - Assist the Executive Director in the tracking of SGP's annual budget.
 - Assist with data input and maintenance of monthly accounting records in QuickBooks. Figures prepared by 3rd party accounting firm.
 - Facilitate the organization of SGP's electronic documents following SGP procedure and document retention policy.
- **Grant Support:**
 - Work with SGP staff to track grant deliverables for SGP's landscape of grants. Tasks to include, but are not limited to tracking project outcomes, processing quarterly staff progress reports, preparing draft grant reporting documents, monitoring timelines, etc.
 - Assist with communications to project partners and grant agencies as needed to facilitate grant projects and outcomes.
 - Monitor vendor contracts and prompt staff when issues arise and need attention.
- **Event and Program Support:**
 - Assist staff with planning and organizing SGP's yearly outreach events.
 - Assist with event/program registration and communications.
- **Supporting Other Staff Functions:**
 - Assist program area staff as needed on program communications, project organization, and post-event tracking.
- **Other duties as assigned**

Qualifications – Knowledge, Skills, and Abilities

- High school diploma/GED is required.
- Degree in business administration, facility management, or a related field, or 2+ years of experience as an operations administrator or in a similar position is preferred.
- Familiarity with CRM software is highly preferred.
- Excellent communication skills (written and verbal communications) are required.
- Ability to manage multiple tasks, take initiative, deliver high quality work, and work independently.
- At least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States.
- Familiarity with QuickBooks online is a plus.
- Welcomes working as a member of a nonprofit team seeking organization growth.

To Apply:

Submit resume and cover letter to Executive Director, Corey Ellison (cellison@susquehannagreenway.org).

Susquehanna Greenway Partnership is an equal-opportunity employer.

Deadline to Apply

This position will be open until filled. The first round of application reviews will begin on February 11, 2022. Applicants are encouraged to submit materials prior to that date to be considered in the first round.

Our Hiring Process and Timeline

We will review applications and conduct phone and Zoom interviews beginning the week of February 14, 2022. Finalists will be invited to a second-round, interview.

About the Susquehanna Greenway

The Susquehanna Greenway Partnership is a collaborative, dynamic, and state-wide 501(c)(3) non-profit. The Susquehanna Greenway Partnership is dedicated to advancing the Susquehanna Greenway, which is a network of land trails, water trails, and communities that runs along the Susquehanna River within Pennsylvania. Our mission is to envision, create, and sustain a greenway along the Susquehanna River, to highlight River Towns, and to enhance the lives of current and future generations. We work towards our mission through the implementation of our three program areas: Trails (both land and water), River Towns, and Education & Outreach.