

**August 2024**  
**Administrative Specialist**  
**Part Time, Hourly, Flexible, Office Based**



**LEADERSHIP**  
**HARRISBURG AREA**  
*Leaders Serving.™*

Leadership Harrisburg Area is 501c3 non profit organization serving as a resource for community organizations, businesses, and our alumni throughout Pennsylvania's Capital Region. We teach servant leadership and effective community service through discussion, demonstration, and experiential practices. We recognize and value the diversity inherent in the communities we serve. We commit to advancing diversity, equity, and inclusion in all aspects of who we are and what we do.

Leadership Harrisburg Area has an immediate opening for a part time Administrative Specialist. This position reports to and works closely with the President & CEO and is critical to the organization's success. The position requires personal initiative and independent decision-making along with a high degree of motivation, organization, productivity, and resourcefulness. Outstanding writing and communications skills are essential.

The Administrative Specialist is expected to understand and represent Servant Leadership and Effective Community Service; must be able to manage and balance concurrent projects which require multiple skill sets; and must be able to prioritize and produce maximum output within the strategic priorities of the organization.

The Administrative Specialist is expected to lead in these areas of organizational operations:

- **Accounts Management** (Prepare accounts payable and receivable, serve as lead with management partner TFEC; create invoicing system – manage and track invoices & payments)
- **Data Management** (Manage incoming data related to alumni, donors, participants, partners, sponsors, team projects, and more; enter and categorize all data in Salesforce, run reports)
- **Fundraising** (Support appeals, events, gift management, invoicing, reporting, tracking)
- **Meetings** (Manage schedule for President & CEO, prepare materials for all organizational meetings, support meetings, keep notes)
- **Office** (Manage inventory/supplies, serve as point of contact related to all building issues)
- **Vendor Management** (Manage, track, and communicate information related to vendors including communications, facilities, insurance, and more)

**Leadership Harrisburg Area prioritizes the following:**

1. Excellent writing and communication skills.
2. Excellent organizational skills.
3. Commitment to continual learning.
4. Independent decision making & Initiative.
5. Knowledge of the Microsoft Office Suite including excel, outlook, publisher and word.
6. Knowledge of Salesforce.
7. A track record of successful administrative support and the commitment to be successful.

Leadership Harrisburg Area is an equal opportunity employer. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. This job description is subject to change, but remains in effect until superseded or canceled in writing by Leadership Harrisburg Area's President & CEO.

Interested applicants should send COVER LETTER, RESUME, and WRITING SAMPLE to [LHA@leadershipharrisburg.org](mailto:LHA@leadershipharrisburg.org). **WRITING PROMPT:** Who has most encouraged your leadership journey?