

**EmergyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.**

**EmergyCare is an Executive Administrative Assistant. The position is full-time non-exempt/hourly and is located in Erie PA**

The role of Executive Administrative Assistant provides support to both the Executive Director and the Director of Community Development.

The position will assist the Executive Director in a variety of administrative support roles including managing calendar, scheduling meetings, preparing reports, preparing presentations, preparing internal communications and memos, taking and preparing meeting minutes, and acts as the administrative liaison for the Board of Directors.

As the Assistant to the Director of Community Development, this position will provide significant support to foster positive donor relations with the 1,500+ individuals, businesses and organizations who make charitable gifts to support EmergyCare's mission and help plan and implement a variety of community, employee and donor events. This position is responsible for gift entry and processing as well as managing the acknowledgement process for all donations received.

The Executive Assistant will also have administrative responsibilities to assist in event management such as maintaining rsvp lists, assisting with mailings and on-site event coordination. This position provides administrative support to retain and grow our membership base by assisting with membership processing, membership data entry and phone support.

The incumbent must be professional at all times and maintain confidentiality. This position requires superior communication skills to communicate effectively with donors, board members, administrative and operational staff within the organizational structure, as well as members of the general public, business and industry leaders and private and governmental agencies relating to EmergyCare.

**Required Qualifications:**

- Must have a minimum of Associates degree in Business, Marketing, Communications or similar field
- Skilled at taking accurate meeting minutes and experience using digital recorder
- Strong skills using Microsoft Office – highly competent user of Outlook, Word, Excel, PowerPoint
- Typing 60 WPM
- Familiarity with Internet software, email marketing programs and social media
- Ability to quickly learn proprietary software programs and other business-related software
- Must pass post-offer, pre-employment drug test, background and criminal history investigation

**Preferred Qualifications:**

- Bachelor's degree preferred.
- Minimum two years similar experience, preferably in the healthcare or non-profit development environment.
- State Notary Certification preferred.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.