



the cooperage project

1030 main street
honesdale, pa 18431
thecooperageproject.org | 570.253.2020

Administrative Assistant

Part-time, W-2 status, permanent, exempt, **15-25 Hours per week**

Hourly Salary: \$17.50 - \$19 an hour, commensurate with experience

Hours worked: primarily M-F; during "9-5" window; with moderate flex schedule; can do some work remotely; some nights + weekends required

Location: onsite and on location | The Cooperage, 1030 Main Street Honesdale, PA 18431

Reports directly to: Executive Director

Position Description

We are looking for a proactive and detail-oriented Administrative Assistant to join our team. This role provides essential administrative support to ensure our office runs smoothly and efficiently as well as overseeing all event staff coordinator duties. The ideal candidate will have strong organizational skills, excellent attention to detail, exceptional communications skills (written, verbal), and the ability to manage multiple tasks independently and effectively.

Skills and Qualifications

- Self-motivated
- Creative thinker with strong problem solving skills
- Highly adaptable with an agile mindset

Responsibilities

- Draft, review, and send communications on behalf of Executive Director and Director of Programming, as needed
- Support Operations Coordinator in organizing and preparing for meetings including facilitating as needed
- Answer and respond to phone calls, communicate messages, and information to other staff members as needed
- Light errand running as needed such as picking up supplies, food for events, etc.
- Support Operations Coordinator with office organization, record keeping, and maintaining office systems as needed
- Maintain various records and documents for the Executive Director
- Coordinate travel arrangements for any traveling staff as needed
- Support Outreach Coordinator on external communications such as donor acknowledgements, thank you cards, end of year mailings, etc.
- Support Operations Coordinator in calendar management used by the organization
- Respond to rental inquiries and follow up in a timely, effective, and proactive manner
- Staff coordination for all events and fills in as back up Event Staff as needed
- Maintain and accurately record all rentals and events including rental contracts and invoices

- Maintains event policies and ensure they are carried out and updated as needed
- Oversees the volunteer database for Cooperage Project volunteers
- Schedules volunteers for events as needed
- Schedule and provide venue tours for both buildings
- Work with Operations Coordinator to ensure both buildings are in good condition, clean, and stocked with necessary supplies for events
- Cleaning as needed
- Attend external happenings as a representative of The Cooperage Project as assigned
- Other duties as assigned

Requirements

- 2+ years of administrative work experience or something similar
- Proficient in all Google Suite applications
- Excellent communication and interpersonal skills
- Outstanding organizational skills
- Ability to multitask and work independently
- Must have valid drivers license and reliable transportation to and from work
- Must obtain PA state police and child abuse clearances as well as pass an FBI background check