

ADMINISTRATIVE SERVICES COORDINATOR

Part-time Position



Rivers of Steel Heritage Corporation, managers of the Rivers of Steel National Heritage Area, is looking to hire an Administrative Services Coordinator.

POSITION DESCRIPTION

The Administrative Services Coordinator is an integral position within Rivers of Steel, handling many of the day-to-day functions of the office, the staff, and the visitors and patrons of the organization.

The Administrative Services Coordinator also provides operational support for the organization, including tour-related contracted services and general administrative support. The position reports to the Director of Administration and involves working with the Manager of Tourism and Visitor Experience, and the Directors of both Communications and Education. Attention to detail and ability to meet deadlines are essential. This part-time (up to 30 hours per week) position is based at Rivers of Steel's main office—The Bost Building, 623 East Eighth Avenue, Homestead, PA 15120.

The following duties and responsibilities are inherent in the position:

- **Customer Service**, including phones, front office, gift shop, and other public and visitor interactions.
- **Back Office Support and Scheduling**, including site rental reservations and contracts, group / charter tour reservations and contracts, including motor coach tours, educational tours, and other programs.
- **Scheduling Support for Staff and Volunteers** for public and group tours, charters, and special events.
- **Office and Staff Support**, including filing, data entry, and other duties as needed and assigned.

QUALIFICATIONS

- Capacity to work collegially and effectively with the organization's staff and volunteers.
- Strong attention to detail and accuracy in individual work.
- Ability to create and maintain systems to support notification, execution, and reservation deadlines.
- Ability to handle multiple responsibilities and to prioritize work as needed.
- Strong computer proficiency and experience with all Microsoft Office applications and other office software.
- Respect for confidentiality.
- As an ambassador of Rivers of Steel, applicants are expected to enjoy working with the public and maintain a general knowledge of the organization's sites and programming.

REQUIREMENTS

Applicant should have three (3) or more years of prior relevant experience. Applicants with an associate's degree or business school certificate preferred. Relevant nonprofit experience is a plus. Proficiency with

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OF STEEL**

623 East Eighth Avenue
Homestead, Pennsylvania 15120

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computers, including writing and revising text and formulas in Microsoft Word and Excel is essential. Ability to learn new software systems.

PHYSICAL DEMANDS AND WORK SCHEDULE

- Candidate must possess a valid Pennsylvania driver's license, and have a reliable vehicle available for work use.
- Must clear all applicable Commonwealth of Pennsylvania background checks including Pennsylvania State Police, Pennsylvania Child Abuse History, and FBI finger printing.
- Ability to undertake some physical activity and work including light lifting.
- Availability to work weekdays and occasional evenings / weekends and holidays.

APPLICATION INSTRUCTIONS

Required application materials include, 1) a letter of application specifically addressing the job requirements and outlines qualifications; 2) a current resume; and, 3) a list of three professional references. All required application materials must be sent electronically to:

employment@riversofsteel.com

Applications will be accepted until the position is filled; however, applications received on or before July 15, 2021, will receive priority consideration. Only applicants most closely qualified for the position will be contacted for an interview.

Rivers of Steel is an equal opportunity employer and does not discriminate in hiring, transferring, promoting, terminating, paying, training, benefits or any other actions affecting employees. Rivers of Steel does not make any personnel decisions based on an employee's race, color, sex, age, national origin, religion, ancestry, marital status, veteran's status, non-job related disability or handicap, or other prohibited criteria as these terms are used under applicable law. Rivers of Steel abides by applicable federal, state, and local laws that govern human rights in the employment process.

