



Administrative Assistant

The Lehigh Valley Planning Commission (LVPC)/Lehigh Valley Transportation Study (LVTS) is seeking a highly motivated and organized candidate for Administrative Assistant. The Administrative Assistant is a key position within the LVPC/LVTS and:

- Provides scheduling and administrative support to the Executive Director, Director of Administration, and the members of the Executive Team,
- Coordinates, organizes and manages a very active Executive Team, LVPC/LVTS meetings and public relations calendar,
- Serves as the first point of contact for the public,
- Liaison between Commission members, elected officials, community, the Executive Team, and LVPC Team as a whole,
- Manages the secretarial and office management functions of the organization,
- Oversees special projects.

The Administrative Assistant must be creative, a strong multi-tasker, and enjoy working within a small, entrepreneurial environment that is mission and results-driven and community-oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Duties & Responsibilities

Scheduling and Workflow Coordination

- Scheduling and managing an extremely active calendar of appointments, meetings and events
- Arranging complex and detailed meetings, events, itineraries, and agendas
- Plans, coordinates and ensures the Executive Director's, Director of Administration, and other Executive Team Members' schedules are followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Team's time and offices
- Works closely and effectively with the Executive Team to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive Team updated
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, correspondence, and other tasks that facilitate the Executive Director's ability to effectively lead the organization
- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending meetings
- Assists in coordinating the agenda of senior staff and all staff meetings
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Team and overall LVPC Team, including those of a sensitive or confidential nature; Determines appropriate course of action, referral, or response

- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

Committee Management

- Compiling documents for related meetings and events including coordination with LVPC/LVTS Team members
- Communicates directly, and on behalf of the Executive Director, and Executive Team with Commissioners, Lehigh Valley Transportation Study Members, elected and municipal officials, developers, engineers, and others, on matters related to programmatic initiatives
- Serves as the Executive Team's administrative liaison to Commissioners and Study Members
- Coordinates meeting agendas, space or virtual needs and arranges for any supplies or refreshments as needed
- Maintains discretion and confidentiality in relationships with all board members
- Ensures compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including meeting advertising requirements and advance distribution of materials before meetings in electronic/paper format

General

- Provides a bridge for smooth communication between the LVPC Team and the public; demonstrating leadership to maintain credibility, trust and support internally and externally
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Executive Team, some of which may have organizational impact
- Assists the Managing Editor and Program Associate for Community Engagement with outreach planning and execution of meetings, events, and public engagements including the annual Gala and Lehigh Valley Awards
- Assists the Managing Editor and Program Associate for Community Engagement to execute-written communications to the public, posting to and monitoring social media, organizing event advertisements, registrations and press engagement

Office Support

- Customer Service, including answering phones, managing organizational voicemail, greeting and assisting customers
- Manages mail and mailings
- Maintains contact information and various administrative databases
- Manages administrative files and keeps the Commission's records, including the Organization's library
- Composes and prepares correspondence that is sometimes confidential
- Ensures that general organizational information and staff biographies are kept up to date
- Responds to requests for materials regarding the staff and the organization in general
- Completing expense reports
- Facilitates coordination of travel
- Other duties as assigned

Minimum Job Requirements

- High school diploma or equivalent required; Bachelor's degree preferred
- Strong work tenure: ten or more years of experience supporting team or organization
- Experience and interest in internal and external communications, and relationship development

Administrative Assistant

- Proficient in Microsoft Office 365 (Outlook, Teams, Word, Excel, Access and Power Point), Adobe Acrobat, and Social Media web platforms
- Ability to lift, push and pull a minimum of ten pounds

Knowledge, Skills & Abilities Required

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, commissioners, elected and municipal officials, partners and the public
- Expert level written and verbal communication skills
- Ability and desire to learn new software and social media platforms
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment

Other Requirements

Also, this position requires participation at some early morning, evening and weekend meetings. Valid driver's license required. Must be eligible to work in the United States of America.

Salary Range

\$48,957- \$68,540 per annum; plus, benefits including but not limited to medical insurance and paid time-off.

Lehigh Valley Planning Commission, Transportation + Region

The Lehigh Valley Planning Commission is a government entity and the official planning commission for Pennsylvania's Lehigh and Northampton Counties. Under the umbrella of the LVPC, the Lehigh Valley Transportation Study (LVTS) serves as the federally designated Metropolitan Planning Organization, or transportation and infrastructure planning agency for the region, as well. The LVPC and LVTS balances the overall needs of the Lehigh Valley's communities from land use to transportation and parks and open space to housing needs to support a strong and growing community.

Apply

Only e-mail submissions to jobs@lvpc.org will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Portfolio or links to work that demonstrates your skills and abilities.
- c. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered. Please address this letter to, Becky Bradley, AICP, Executive Director, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.
- d. Minimum of three (3) professional references with contact information.

Position open until filled. Review of applications and interviews will begin immediately.

Team Commitment

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability, or genetics. In addition to federal law requirements, the Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.

Persons with a disability who need assistance with their application or that need this announcement in an alternative format may call (610) 264-4544.

Further Information

In Compliance with the Immigration Reform and Control Act of 1986, applicants hired by LVPC must show acceptable proof of identity and evidence of authorization to work in the United States.

Visit www.lvpc.org for more information on the Lehigh Valley Planning Commission, our work program, products and services.