



JOB ANNOUNCEMENT

Executive Administrative Assistant

Announcement Date: June 3, 2022
Work Schedule: 40 Hours per week
Salary Range: \$45,000 - \$55,000
Start Date: Immediately

Position Summary:

Provide administrative duties to support the President & CEO, Deputy Executive Officer and the Board of Directors to ensure management and governance requirements and organizational objectives are met. Carryout general operations and activities to ensure goals and objectives are achieved and appropriately represented. Provide support to the Event and Venue Manager for Rentals and Special Events. Support implementation of human resource systems and procedures.

Position Requirements:

- Bachelor's degree, or equivalent, with at least three years' experience supporting middle or upper management level individuals
- Excellent oral, written, and interpersonal skills
- Experience coordinating events and making travel arrangements
- Advanced Microsoft Office Software suite skills including word processing and spreadsheet applications.
- Must have valid driver's license & current automobile insurance coverage & the ability to travel within the community throughout the workday with full time access to an automobile
- Ability to work 40 hours a week with flexible scheduling to include occasional evening and weekend hours when needed
- Detail oriented, highly organized, self-starting, innovative, articulate, high energy, reliable, team player, & resourceful are desirable attributes

Organization Description:

Pearl S. Buck International (PSBI), a non-sectarian organization that provides opportunities to explore and appreciate other cultures, builds better lives for children around the globe and promotes the legacy of our founder by preserving and interpreting her National Historic Landmark home. This is a full-time position at our home office located in Hilltown, PA (Bucks County).

Pearl S. Buck International will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex. Our home office is located on a quiet Bucks County estate, which accompanies the remarkable home that belonged to Pulitzer and Nobel Prize-winning author Pearl S. Buck. At Buck's home it tells the story of an extraordinary life, worthy of the historic landmark designation it carries. Visit our website at www.pearlsbuck.org for more details.

Resumes should be Faxed to (215) 249-9657
Emailed to jreeder@pearlsbuck.org or Mailed to the above address
before June 13, 2022