



Program Administrative Assistant

Position Description

Philadelphia Parks & Recreation (PPR) seeks a seasonal administrative assistant to support the department's Program division, responsible for all of the programs and activities offered at our recreation facilities and parks. Programming areas include Visual Arts, Outdoor Experiences, Athletics, After School, and more.

Main job duties include:

- Managing daily communications, responding to phone calls from the general public and internal staff
- Preparing for meetings, including handling schedules, setting up invites, and securing meeting rooms
- Assisting with paperwork collection and data entry, handling materials requiring discretion
- Creating spreadsheets, fliers, and other documents as needed
- Performing other office duties as assigned by the Program Director

This position reports directly to the Program Director.

Qualifications

Applicant must:

- Must be a resident of the city of Philadelphia
- Be a highly organized multi-tasker with attention to details in a busy office atmosphere
- Have excellent computer skills, including working knowledge of full Microsoft Office Suite
- Possess superior communications skills, including phone, email, and in-person communication
- Have knowledge of Philadelphia Parks & Recreation programs and facilities

Location

One Parkway Building, 1515 Arch Street, Philadelphia, PA 19102

Hours

This is a non-permanent position, 35 hours per week (no benefits) for nine months.

Pay: \$13/hour

How to Apply

Qualified applicants should email a cover letter and resume to dina.avery@phila.gov.

The deadline to apply is by 5pm on Friday, July 27th.