

Administrative Assistant Announcement

The Pennsylvania Trauma Systems Foundation (PTSF) is seeking an experienced Administrative Assistant to provide high-level support to our executive operations and contribute to our mission of optimal outcomes for every injured patient.

About the Role

As the Administrative Assistant, you will be supporting our executive operations, managing complex schedules, facilitating critical communications, and ensuring smooth organizational processes. This remote-friendly position offers the perfect blend of strategic support and operational excellence.

Key Responsibilities

- Lead foundation-wide communication initiatives, including high-level messaging, newsletters, reports and social media content
- Orchestrate board meetings and executive events, from planning to execution
- Maintain confidential executive documents with the utmost discretion
- Coordinate administrative operations and special events
- Drive executive efficiency by managing the President's calendar, travel arrangements, and communications

Qualifications

- Bachelor's degree in business administration, communications, or related field preferred
- 3+ years of executive administrative support experience
- Exceptional communication and organizational abilities
- Advanced Microsoft Office Suite proficiency
- Experience with virtual meeting platforms and document management systems
- Strong attention to detail and ability to manage multiple priorities

What We Offer

- Full-time, non-exempt role with a salary range of \$50,500-\$65,000
- Flexible remote work arrangement with optional office space
- Regular business hours (M-F) with occasional evening events
- Benefit options include health, vision, dental, life insurance, short and long-term disability options, health and wellness benefits, and paid vacation, sick, personal and holiday time
- Employee retirement fund (401K) contributions
- Professional development opportunities

To apply, please submit your resume and cover letter detailing your relevant experience and why you're excited to join the Pennsylvania Trauma Systems Foundation to Courtney Moraites at CMoraites@ptsf.org

PTSF is an equal opportunity employer and values diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

POSITION SUMMARY

The Administrative Assistant provides high-level administrative support to the President and assists with organizational communications for the Pennsylvania Trauma Systems Foundation (PTSF). This role is crucial in maintaining efficient operations and effective communication between the foundation and external stakeholders.

REPORTS

Reports Directly to the President

KEY RESPONSIBILITIES

- Executive Support
 - Manage the President's calendar, including scheduling meetings, appointments, and travel arrangements
 - Screen and prioritize incoming communications, including emails, phone calls, and correspondence
 - Prepare briefing materials and background information for the President's meeting and events
 - Prepare and edit executive-level correspondence, presentations, and reports
 - Coordinate and organize board meetings, including preparation of agendas and materials
 - Draft and review Board-level meeting minutes and follow-up on action items
 - Maintain confidential executive files and documents with discretion
 - Manage competing priorities while maintaining quality and attention to detail
- Communications Support
 - Draft and edit various communication materials, including newsletters, bulletins, and announcements
 - Maintain and update content for internal and external communications
 - Coordinate the production and distribution of foundation publications
 - Assist in maintaining the foundation's social media presence and website content
 - Create and format professional presentations and documents
- Administrative Operations
 - Coordinate logistics for meetings, conferences, and special events
 - Process President's expense reports
 - Archive and organize important foundation documents and materials
 - Coordinate with IT for equipment and software needs
 - Manage office supplies
 - Maintain office policy and procedure documentation
 - Maintain contact lists and directories

QUALIFICATIONS

Required Qualifications

- Bachelor's degree in business administration, communications, or related field; Associate degree with significant experience considered
- 3+ years of executive administrative support experience
- Exceptional written and verbal communication skills
- Knowledge of document management systems (SharePoint, Google WorkSpace)
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with virtual meeting platforms (Zooms, Teams etc.)
- Strong organizational and time management skills
- Manage multiple projects simultaneously
- Ability to maintain confidentiality and handle sensitive information
- Detail-oriented with excellent proofreading abilities

Preferred Qualifications

- Experience in healthcare or non-profit organizations
- Ability to learn and adapt to new software platforms quickly
- Knowledge of trauma systems or healthcare administration
- Experience with content management systems and social media platforms
- Background in document design and layout
- Familiarity with Pennsylvania healthcare landscape

WORK ENVIRONMENT

- Remote work with optional on-site office
- Full-time, non-exempt; Monday through Friday, daytime business hours, with rare evening work for special events, meetings, and conferences
- Routine office equipment utilization
- Must be able to sit, stand, walk, and drive as required by the job duties
- Position requires consistent use of fingers, hands, and arms for keyboarding and phone work
- Occasional travel required
- Must comply with all hospital or meeting venue safety plans