

## JOB POSTING

*Cherry Hill Strong was established in 2021 as the neighborhood's community quarterback organization; charged with engaging the community, coordinating efforts and investments across the Purpose Built Communities' four pillars: Education, Community Wellness, Economic Vitality, and Housing. We partner with Cherry Hill residents and community leaders to ensure collaboration among partners, build in mechanisms for meaningful community feedback, and accountability towards achieving the community's long-term goals.*

**Job Title:** Administrative Assistant

**Part/Full-Time:** Full-Time

**Job Reports to (title):** Deputy Director of Operations

**FLSA (Exempt/Non-Exempt):** Non-Exempt

**Date Issued/Revised:** January 2025

**Location:** Cherry Hill Strong Baltimore Office

**Wage Range:** (Grade 5) \$39,658 - \$56,482

**Benefits:** 15 days PTO, Medical, Dental, Vision, Life, Short- and Long-Term Disability, 401(k) Plan with match

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## PURPOSE OF JOB

Provide varied routine administrative support for the Executive Director and our team, ensuring efficient and smooth day-to-day operations by organizing office operations and procedures and managing and directing inquiries from the community. They often serve as the first point of contact for clients and community members seeking to connect with Cherry Hill Strong.

## ESSENTIAL FUNCTIONS

### Office Administration

- Oversee and coordinate office operations, including mail and packages, scheduling, housekeeping, and facility needs.
- Maintain accurate records, files, and documentation both physically and digitally.
- Support vendor relationships and service contracts (e.g., office supplies, IT support).

### Administrative Support

- Provide direct administrative support to the Executive Director and other team members.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Prepare reports, presentations, and correspondence as needed.
- Assist with maintaining financial records(i.e.receipts, invoices, contracts, etc)
- Assist with event planning and logistics for in-person and virtual gatherings.

### Communication & Coordination

- Serve as the primary point of contact for office-related inquiries and incoming calls and route requests to the appropriate staff member
- Manage internal and external communications, including emails and phone calls.
- Support HR functions such as onboarding new employees and maintaining personnel records.
- Coordinate with remote and in-office staff to ensure alignment on tasks and projects.
- Disperse monetary benefits to residents following established protocol for the Barrier Mitigation Fund

## **Technology & Data Management**

- Maintain and update organizational databases, spreadsheets, and contact lists.
- Assist with IT troubleshooting and liaise with external technical support when needed.
- Ensure secure handling of confidential and sensitive information.

## **QUALIFICATIONS**

### **Technical Qualifications:**

- At least 3-5 years of experience in a similar capacity
- Formal training or certification in administrative skills preferred
- Proficiency in MS Office/iWorks/Google Workspace, Quickbooks, Canva, Salesforce, Calendly or multiple other online productivity and collaborative tools

### **Knowledge, Skills and Abilities:**

- Problem-solving and critical thinking
- Knowledge of office management systems and procedures; highly organized and detail-oriented
- Excellent written and spoken communication skills, including professionalism in document presentation
- Working knowledge of office equipment, such as printers, projectors, and computers
- Strong customer service and interpersonal skills
- Commitment to Cherry Hill Strong's mission

## **PHYSICAL DEMANDS**

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 40 lbs. may be normal components in completing job duties

Employees with a disability may request a reasonable accommodation that would enable them to perform the essential functions of the job. The organization will engage in an interactive process with the employee and attempt to find a mutually workable solution.

*Cherry Hill Strong does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-job-related factors.*