Title: Program Assistant
Agency: Department of Commerce; Office of the Senior Deputy Director of Commerce
Starting Salary: $40,000-44,000 based on qualifications
Status: active
Type: exempt
Contact: Linda L. House
Deadline: Open until further notice

Program Assistant Job Summary

The Program Assistant will provide administrative assistance and office support to the Senior Deputy Director of Commerce and all units directed reporting to the Senior Deputy Director as requested. The two primary units that this position will support are Business Attraction & Retention and Real Estate Development.

Essential Job Duties and Responsibilities:

- Assist with scheduling of meetings and calendar management.
- Provide support, including database and file management, reports, and recommendations for program efficiencies.
- Responsible for maintaining a contact database for the Senior Deputy Director of Commerce and related staff.
- Conduct research on a variety of topics and gather information for presentations.
- Prepare, supervise and manage the production of handouts, surveys and informational packages as needed.
- Draft and proofread status reports, statements and other written work product as needed.
- Answer, address, and follow-up on inquiries from individuals and other organizations, via telephone and email.
- Coordinate and plan meeting logistics such as notifying attendees, confirming location, and preparing agendas and other required meeting documentation for all events related to the units overseen by the Senior Deputy Director of Commerce.
- Analyze, prepare and create Microsoft Excel spreadsheets as needed.
- Manage schedule and sign-out for automobile usage.
- Provide coverage at front-desk according to rotation schedule.
- Work collaboratively with other administrative staff.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.
- Minimal night and weekend work may be required.

Desired Qualifications:

- Excellent customer service.
- Verbal, written and computer communication skills are essential.
- Proficiency in Microsoft Suite products. MS Word and Excel including mail merge are essential. MS Access, PowerPoint and Publisher are a plus.

- Strong interpersonal skills with demonstrated ability to work with individuals across different disciplines.
- Strong time management and organizational skills, including attention to detail and abilities to prioritize tasks and keep multiple tasks moving simultaneously.
- Experience operating various office equipment such as a computer, copy machine, fax machine and multiline telephone.
- Ability to work independently or within a group.
- Candidates must be energetic, well organized, flexible and convey a positive attitude and strong work ethic.
- Ability to learn departmental functions, operations and organizations and make judgement decisions where several courses of action are presented.

Education and Experience:
High School degree or equivalent is required. Minimum of five years advanced level clerical or administrative experience. An Associate's or Bachelor's Degree may be substituted for two years of experience.

Application Process:

Please submit a cover memo and resume to Linda.L.House@phila.gov.