



Title : Office Administrator

Status: Full time

Location: In-Person, Office in Wilkes-Barre, PA

Position Summary

The Office Administrator will work in office and is responsible for supporting all aspects of the day-to-day operations of the organization. This role ensures efficient office processes, maintains organized records, supports staff and board activities, and serves as a professional point of contact for visitors, volunteers, partners, and community members.

This position requires strong organizational skills, attention to detail, effective communication, and the ability to manage multiple assignments in a professional office environment.

Essential Responsibilities

- Provide general administrative support, including answering phones, responding to emails, greeting visitors, processing mail, making bank deposits, and managing deliveries.
- Prepare, edit, and distribute routine correspondence, reports, forms, and other organizational documents.
- Assist with recordkeeping, data entry, document management, and reporting activities.
- Provide support to various staff members with programs, events, volunteers, development, and operations.
- Maintain and update organizational physical records, databases, spreadsheets, and tracking systems with accuracy.
- Assist with donor, member, volunteer, constituent, or stakeholder database maintenance.
- Coordinate logistics and communication for board and committee meetings, including scheduling, meeting materials, and meeting arrangements.
- Prepare, organize, and distribute board and committee documents in a timely manner.
- Maintain board member records, contact information, attendance records, and required governance documentation.
- Ensure board-related files and records are maintained in accordance with organizational requirements.
- Attend board meetings and record minutes when requested
- Assist with maintaining employee personnel files.
- Support new employee onboarding process, benefits enrollment, and other administrative HR functions as needed.
- Coordinate internal office activities, staff meetings, and events.

- Provide administrative support to organizational leadership and department staff as assigned

Qualifications

- High school diploma or associate's degree with three years relevant office experience
- Proficiency with Excel and Google Workspace (Docs, Sheets, Slides) as well as virtual meeting platforms.
- Ability to learn and utilize relevant database and other organizational software platforms.
- Strong organizational, time management, and multitasking abilities.
- Excellent written, verbal, and interpersonal communication skills.
- Strong attention to detail and proofreading skills.
- Ability to work independently and collaboratively in a team environment.
- Ability to manage sensitive and confidential information with discretion.
- Valid driver's license and reliable transportation.
- Successful completion of required background clearances

Work Environment

- Full-time, in-office (Wilkes-Barre, PA).
- Occasional attendance at meetings or organizational events outside normal business hours may be required.
- Must be able to perform routine office tasks including sitting, standing, filing, lifting light office materials, and operating standard office equipment.

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If you're interested in learning more, please send your resume and cover letter to Alysia Clancy (alysia.clancy@ja.org) with the email subject: Your Name – Office Administrator. Only candidates selected for an interview will be contacted.