



Administrative & Project Support Coordinator

Department: Civic Institute
Status: Exempt, Full Time
Closes: Open until filled

Reports To: Director for the Civic Institute
Classification: Administrator

POSITION SUMMARY

The Administrative and Project Support Professional collects data and creates reports, researches, and develops grant applications and conducts evaluations of programs based on the request of the Director.

DUTIES AND RESPONSIBILITIES

Provide project support to all staff of Civic Institute to include but not limited to:

- o Maintain and update databases.

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- Enter data.
- Summarize information and prepare reports.
- Report editing.
- Assist with grant writing.
- Attend community meetings as they pertain to assigned projects.

Support the financial operations of department, including:

- Process billing, invoicing, purchase orders and check requisitions.
- Record basic budget revenues and expenditures.
- Provide record keeping of contracts.

Conduct administrative office duties to include:

- Maintaining office supplies including logging inventory and ordering supplies.
- Assist in recordkeeping at meetings.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's Degree Required

KNOWLEDGE/SKILLS

- Proficient in Microsoft Office, Adobe Acrobat, experience with design software such as Canva and experience with Wix website design.
- Basic finance/bookkeeping.



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- Knowledge of research methods.
- Ability to multi-task.
- Strong attention to detail.
- Excellent written/oral communication skills.
- Team player with strong interpersonal communication skills.
- Knowledge of local social services and government agencies preferred.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.