

Administrative Assistant

The Regional Trail Corporation is seeking applicants for the position of Administrative Assistant. The successful candidate will be responsible for all administrative, financial and clerical duties relative to the day-to-day operation of the Regional Trail Corporation. Must have excellent communication and public relations skills, as well as, the ability to work cooperatively and harmoniously with other employees and the general public.

A minimum high school diploma and/or three to five years of administration experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Preferred experience includes working with a non-profit Board of Directors, general accounting principles including QuickBooks and a proven ability in customer service. Starting salary \$26,000/yr. Part-time/flexible schedule. Send letter of application and resume to: Regional Trail Corporation, Attn: Administrative Assistant Search, PO Box 95, West Newton, PA 15089 or email to tompetrus@regionaltrailcorp.org with the job title in the subject line no later than December 15, 2022. EOE