



Resource Development Administrative Assistant

[Presbyterian Senior Living](#) is a not-for-profit organization, providing retirement and senior care services for more than 90 years. Headquartered in Dillsburg, Pennsylvania, we and our affiliates, provide comprehensive services and accommodations to more than 6,000 seniors in 30 locations across the mid-Atlantic region of Pennsylvania, Maryland, Ohio and Delaware.

Presbyterian Senior Living is fortunate to have residents, volunteers, and staff who are committed to ensuring and enhancing the quality of life for all residents at all of our communities—now and in the future. We are currently seeking an Administrative Assistant to support our Resource Development Team.

This position will be located at our Administrative Office in Dillsburg, PA and will be responsible for the following job tasks:

- Accurate maintenance of donation records and mailing lists
- Serve as the database administrator for selected donor contact management and fund tracking systems
- Types letters and documents as directed, which may include correspondence, resident and staff newsletters, awards/certificates, admission information, etc.
- Coordinates meeting, lodging and food arrangements for individuals attending sponsored events/meetings
- Manage projects independently
- Provide support to the members of the Resource Development Team and other members of the Administrative Office

The ideal candidate for this position would possess the following experience:

- At least three years' experience in an office or clerical setting
- Demonstrated computer proficiency in Microsoft Office, including Word and Excel
- Prior experience with Rasier's Edge preferred
- Must be professional and courteous with excellent written and oral communication skills
- Proficient in typing and able to operate office equipment such as printers and scanners
- Prior experience in editing work for proper spelling and punctuation preferred