

Executive Assistant for TRRA Executive Director
Job Description
2/2/2017



**Three Rivers
Rowing
Association**

• Washington's Landing
Boathouse
• Millvale Boathouse and
Training Center

300 Waterfront Drive
Pittsburgh PA 15222
412.231.8772
Fax: 412.231.5337
www.threeriversrowing.org

Purpose: The Executive Assistant is to provide support and assistance to the Executive Director in the areas of administration, building management and programs.

Key job tasks:

1. To prepare, proof read and edit all outgoing correspondence such as letters, marketing materials and newsletters.
2. To handle all phone and email inquiries in a timely manner. All emails and phone calls are to receive a response in 24 hours.
3. To act as another conduit for membership communication.
4. To manage volunteers for events such as the Head of the Ohio Regatta and Pittsburgh Indoor Sprints.
5. To manage paperwork and payment collection for programs, membership and affiliates.
6. To manage the clubs filing system in a manner that works for all interested parties (Executive Director and Board of Directors).
7. To supervise facility upkeep staff. Supervision of the two boathouse keepers and the maintenance/housekeeping staff for the boathouses. Maintain a list of volunteers that can provide facility maintenance whenever feasible and possible. This includes working with vendors that service our facilities and to manage the service plans they provide.
8. To manage rentals of the facilities and the calendars of facility use.
9. To maintain the organization's website and social media accounts and to update both on a regular basis.

Skills required:

1. Ability to use Microsoft Office
2. Written and verbal communication skills
3. Experience in human relationships management and supervision
4. Excellent organization, writing and interpersonal skills
5. Rowing/Paddling experience preferred

Job requirements:

1. Ability to work flexible hours and some weekend days and nights. Ideal hours would be 9:00am-5:00pm or 10:00am-6:00pm. Having consistent hours is necessary.
2. Complete required clearances within 60 days.

Accountability:

The Executive Assistant reports directly to the Executive Director as supervisor, and works cooperatively with the President of the Board of Directors.



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Performance Review

The Executive Assistant will be reviewed annually by the Executive Director in conjunction with the Personnel Committee of the Board

Compensation and Benefits

This is a full-time position with overtime available. The position will be under the guidance and policies of the TRRA Personnel Manual. The employee will be hired initially under probation, with a review at 3 months and 6 months the first year. The position offers a competitive salary based on experience.

To Apply Please send Jenn Grieb, TRRA Executive Director the following documents:

- Resume
- Cover Letter
- 3 References

You may email these to jenngrieb@threeriversrowing.org. A review of applications will begin immediately and applications will be accepted until the position has been filled.