

Executive Assistant

The Susquehanna River Basin Commission (SRBC), an interstate water resources management agency, seeks an Executive Assistant to provide high-level administrative support to its executive, legal and public affairs staff. This position supports both planned and on-demand tasks associated with meeting planning and execution, coordination and implementation of executive/legal/external affairs activities and schedules, as well as providing other general support for advancing the work of the Commission at the executive level. Information about the unique Mission of the SRBC can be found at the following link <https://www.srbc.gov/about/about-us/>. Information about employment opportunities, compensation philosophy and hiring process can be found at the following link <https://www.srbc.gov/about/employment/>.

Key responsibilities for the position include, but are not limited to the following –

Executive Administrative Support:

- Create and edit draft correspondence, presentations and informational pages.
- Manage incoming and outgoing communications, including phone calls, emails, and correspondence.
- Provide support for the pursuit, coordination and implementation of grant-related work and special projects.
- Compile, organize and maintain contact lists and mailing lists.
- Provide support for legislative relations, including scheduling and tracking visits, and preparing information packets.

Meeting and Event Coordination and Support:

- Organize and coordinate meetings, including drafting agendas, recording minutes, producing post-meeting summaries, and compiling and following up on action items.
- Prepare and distribute meeting information and event materials.
- Negotiate and manage lodging arrangements, meeting space venues, and meals/reservations.
- Attend meetings, which could be out of state, and assist with logistics.

Qualifications:

- **Experience:** Minimum of two years in an executive assistant or similar administrative role with experience in the tasks listed above. Exposure to natural resources fields is a plus.
- **Skills:**
 - Strong organizational and time management skills.
 - Excellent written and verbal communication skills.
 - Detail-oriented with a strong sense of initiative and problem-solving abilities.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Ability to prioritize, multitask, and adapt to changing priorities.
 - Discretion and confidentiality in handling sensitive information.
 - Ability to interact professionally with a wide variety of public figures and the general public.

Working Conditions:

- Full-time position with occasional overnight travel.
- Located in our Harrisburg, Pennsylvania office.
- Ability to work from home two days per week after an initial orientation period.

The Commission's compensation plan includes a combination of a competitive salary with an expected starting range of \$62,000 to \$75,000 based on relevant experience (additional pay for overtime possible), and comprehensive benefits including health care insurance and participation in Pennsylvania State Employees Retirement System. There is no civil service exam requirement.

A cover letter with salary expectations and a resume emphasizing relevant experience are required.

Application deadline is **July 28th, 2024**. Click here to apply: [Administrative Specialist 2](#)

Visit our website at www.srbc.gov