

## **Now Hiring: Administrative Assistant**

**Organization:** Positive People Association (PPA)

**Location:** Huntington, WV (J.W. Scott Community Center 1637 8<sup>th</sup> Avenue)

**Job Type:** Part-time

### **About Us:**

Positive People Association (PPA) is a community development organization committed to promoting education and health skills through artistic expressions and initiatives. Our work empowers disadvantaged communities to grow stronger, healthier, and more resilient. We focus on educational outreach, climate resiliency, and the arts to foster meaningful, lasting change.

### **Position Overview:**

We are seeking an organized, proactive, and detail-oriented Administrative Assistant to support the day-to-day operations of PPA. The ideal candidate will collaborate closely with our team to ensure smooth workflow and provide administrative and clerical support to advance our community-based initiatives.

### **Key Responsibilities:**

- Perform general administrative tasks such as answering calls, responding to emails, and managing calendars
- Coordinate meetings, workshops, and community events
- Assist with outreach efforts, including social media updates, newsletters, and website maintenance
- Maintain and organize records, documents, and databases
- Prepare reports, presentations, and other communications as needed
- Support the leadership team in project management and grant applications
- Act as a point of contact for PPA stakeholders, partners, and the community
- Ensure the smooth operation of day-to-day office activities

### **Qualifications:**

- High school diploma, G.E.D., or equivalent (associate or bachelor's degree preferred)
- Proven experience as an administrative assistant or in a similar role

- Strong organizational and time-management skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and/or Google Workspace
- Familiarity with social media platforms and website management tools is a plus
- Ability to work independently and as part of a team
- Passion for community development, education, health, and the arts

#### **Why Join PPA?**

- Be part of a dynamic, mission-driven organization working to make a difference in the community
- Opportunities for professional growth and development
- Collaborative, creative work environment

#### **How to Apply:**

**Interested candidates should send a resume and cover letter to [positivepeopleassoc@gmail.com](mailto:positivepeopleassoc@gmail.com), copy [pandadigitalmedia82@gmail.com](mailto:pandadigitalmedia82@gmail.com) and title the subject line as "Administrative Assistant Application".**