



## **Executive Assistant**

### **ABOUT CITY OF ASYLUM PITTSBURGH**

City of Asylum Pittsburgh builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

We offer a broad range of free literary, arts, and humanities programs in a community setting to build social equity through cultural exchange. And by transforming dilapidated properties into homes for our programs, we anchor neighborhood economic development.

City of Asylum was founded in 2004 and is the largest writer sanctuary in the world. Located in Pittsburgh, PA, we are the U.S. headquarters of the International Cities of Refuge Network (ICORN), and do important work locally, nationally, and globally. We present over 150 free arts and humanities programs annually in Pittsburgh. Our international peers now deem us “the model for what a City of Asylum can be... expanding the idea of what is possible.” Our neighbors credit us with breaking down barriers of race, gender, and class in our community.

### **City of Asylum**

40 W. North Avenue, Pittsburgh, PA 15212

Email: [jobs@cityofasylum.org](mailto:jobs@cityofasylum.org) / Website: [www.cityofasylum.org](http://www.cityofasylum.org)

### **JOB DESCRIPTION**

The Executive Assistant provides support to the Executive Director in a one-on-one working relationship and liaises to staff. The Executive Assistant also coordinates facilities management and oversees special projects. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual will have the ability to exercise good judgment in diverse situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

## **GENERAL DUTIES & RESPONSIBILITIES**

- Acting and communicating on the Executive Director's behalf with discretion, good judgment, and confidentiality
- Representing the Executive Director in managing inquiries and at meetings
- Helping the Executive Director meet commitments
- Following-up on commitments made by staff to the Executive Director
- Assist in creating reports and board communications
- Taking on new and ad hoc projects as assigned
- Helping assure that our organizational thinking and decision-making is responsive to our culture and mission
- Help on-board new hires
- General administrative support

## **EXPERIENCE & SKILLS**

- Minimum 3+ years of relevant administrative experience
- Proficiency in Microsoft Office and Google Suite
- Project management experience
- Excellent writing and time management skills
- Ability to act independently
- Flexible to change
- Interest in literature, the arts, human rights, and/or international issues

## **REQUIREMENTS**

- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion

## **COMPENSATION & BENEFITS**

This is a full-time position.

- Hourly rate of \$20 - \$22.50, depending on experience.
- Healthcare: \$250 monthly reimbursement (tax-free) for benefits or out-of-pocket medical-dental expenses)
- PTO: 12 days per year, increasing after 2nd year
- Paid holidays: 8
- Vanguard Simple IRA with 3% match
- Professional development funds
- Discounts at in-house restaurant and bookstore

## **NON-DISCRIMINATION POLICY**

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at [info@cityofasylum.org](mailto:info@cityofasylum.org) or call 412-435-1110.

## **HOW TO APPLY**

Please send a cover letter and resume to [jobs@cityofasylum.org](mailto:jobs@cityofasylum.org) with "**Executive Assistant**" in the subject line.