



## **EXECUTIVE ADMINISTRATIVE ASSISTANT**

The Lehigh Valley Planning Commission (LVPC) and Lehigh Valley Transportation Study (LVTS) are seeking a highly motivated and detail-oriented Executive Administrative Assistant to join the team.

This pivotal role supports the Executive Team and plays a central part in the coordination of organizational activities. The Executive Administrative Assistant works collaboratively across departments to coordinate and manage a dynamic schedule, facilitate LVPC/LVTS meetings, and ensure that correspondence, customer service and public relations are organized and implemented on behalf of the Executive Team. The position ensures seamless communication and operational alignment throughout the organization, with focus on the Administrative Section's achievement of the organizational budget, work plan and strategic plan.

In addition, the successful candidate will oversee the secretarial and office functions of the LVPC/LVTS, partnering with colleagues to deliver efficient administrative support and maintain smooth day-to-day operations.

The Executive Administrative Assistant must be creative, a strong multi-tasker, and thrive in a small, entrepreneurial environment that is mission-driven, results-oriented, and deeply connected to the community. The ideal candidate will demonstrate sound judgment across a variety of situations, possess excellent written and verbal communication skills, and exhibit strong administrative and organizational capabilities. They must be able to maintain a realistic balance among multiple priorities, work independently on projects from conception to completion, and handle confidential matters with discretion, especially under pressure. In addition, the Executive Administrative Assistant will exhibit strong internal and external customer relations capabilities.

## **ESSENTIAL DUTIES + RESPONSIBILITIES**

Key responsibilities of the Executive Administrative Assistant include but are not limited to the following areas:

### **Executive and Strategic Support**

- Promote strong internal and external relationships and maintain trust and credibility
- Facilitate communication with Commissioners, municipal officials, developers, engineers, and LVTS members
- Handle sensitive and confidential correspondence and issues for the Executive Director, Director of Administration and Administrative Team

- Support high-level initiatives and projects with organizational impact under deadline pressure
- Assist with project tracking, prioritization, and completion across multiple departments
- Serve as liaison between Executive Director, Director of Administration, Director of Regional Planning and Administrative Teams, ensuring smooth operational flow
- Serve as a gatekeeper and communication hub for the Executive Team, balancing access and managing priorities

### **Scheduling and Calendar Management**

- Serve as lead manager of a highly active calendar for the Executive and Senior Leadership Teams
- Keep the Executive Team informed of upcoming commitments and ensure proactive follow-up
- Support and coordinate Administrative Team appointments, meetings, workshops, and LVPC committee engagements

### **Meetings and Event Coordination**

- Plan and support meetings for senior staff, full staff, Executive Committee, and external stakeholders
- Compile and distribute agendas, materials, and official records (e.g., minutes and motion logs)
- Arrange complex and detailed meetings, events, itineraries, and agendas in collaboration with other staff on behalf of the Administrative Team
- Organize and arrange Team training on behalf of the Administration
- Ensure compliance with bylaws and regulations for board/committee meetings, including advertising and documentation

### **Administrative Support and Office Operations**

- Greet and assist guests and visitors, provide general information, and foster a professional atmosphere
- Answer phones, manage voicemail, and direct inquiries appropriately
- Assist with incoming, outgoing mail and bulk mailings
- Arrange and coordinate conference and meeting registrations, travel bookings, itineraries, logistics, and facilities for internal and external engagements
- Maintain and update contact information, mailing lists, paperwork, and administrative databases
- Create and manage documents including correspondence, reports, advertisements, and internal communications
- Organize and maintain administrative records, files, and the oversee general management of the Commission's library in partnership with Section leads
- Perform general office tasks: filing, data entry, scanning, and document organization for hard copies and electronic files
- Provide customer support internally and externally by providing information or directing the request to the appropriate team member.
- Operate office equipment (e.g., computers, copiers, phone systems)

- Assist with office opening duties (e.g. activate lighting, ambient music, preparing shared spaces for employee use)
- Support bank deposits, financial documentation, and basic transactional duties
- Performs all other duties assigned to support the efficient operation and mission of the LVPC/LVTS

## **KNOWLEDGE, SKILLS + ABILITIES**

- Exceptional organizational and time management skills with the ability to prioritize multiple tasks and meet deadlines in a fast-paced, results-driven environment
- Strong interpersonal and communication abilities, with a proven track record of building relationships across diverse stakeholders and conveying information in a clear, professional style
- Technologically adept and eager to learn new software tools and platforms to support evolving organizational needs
- Demonstrated problem-solving skills, sound judgment, and the ability to make effective decisions independently and collaboratively
- High level of emotional intelligence, professionalism, and discretion in handling sensitive and confidential matters
- Self-motivated team player who takes initiative and adapts flexibly to shifting priorities and dynamic situations
- Ability to maintain a positive and productive demeanor and attitude

## **QUALIFICATIONS + MINIMUM REQUIREMENTS**

- High school diploma or equivalent required; bachelor's degree preferred
- Strong work tenure: ten or more years of experience supporting team or organization; Executive Leadership Team support preferred
- Experience and interest in internal and external communications, and relationship development
- Professional demeanor and customer service orientation in interactions with staff, leadership, and external partners
- Proficient in Microsoft Office 365 (Outlook, Teams, Word, Excel, Access and Power Point), Adobe Acrobat, and Social Media web platforms
- Ability to lift, push and pull a minimum of ten pounds

## **OTHER REQUIREMENTS**

Also, this position requires participation at some early morning, evening and weekend meetings. Valid driver's license required. Must be eligible to work in the United States of America.

## **SALARY + BENEFITS**

Grade 7 - \$55,569– \$77,796 per annum; excellent benefits.

The Lehigh Valley Planning Commission also budgets for training and professional membership(s). The LVPC is active in various local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

## **APPLY**

Only e-mail submissions to [jobs@lvpc.org](mailto:jobs@lvpc.org) will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered.
- c. Minimum of three (3) professional references with contact information.

**Position open until it is filled.** Review of applications and interviews will begin immediately.

## **TEAM COMMITMENT**

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability, or genetics. In addition to federal law requirements, the Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.

## **FURTHER INFORMATION**

In Compliance with the Immigration Reform and Control Act of 1986, applicants hired by LVPC must show acceptable proof of identity and evidence of authorization to work in the United States.

Persons with a disability who need assistance with their application or that need this announcement in an alternative format may call (610) 264-4544.

The Lehigh Valley Planning Commission is a government entity and the official planning commission for Pennsylvania's Lehigh and Northampton Counties. Under the umbrella of the LVPC, the Lehigh Valley Transportation Study (LVTS) serves as the federally designated Metropolitan Planning Organization, or transportation and infrastructure planning agency for the region, as well. The LVPC and LVTS balance the overall needs of the Lehigh Valley's communities from land use to transportation and parks and open space to housing needs to support a strong and growing community. Visit [www.lvpc.org](http://www.lvpc.org) for more information on the Lehigh Valley Planning Commission, our work program, products and services.