



#### WHO WE ARE:

Alleghenies Unlimited Care Providers (AUCP) offers in-home, non-medical personal care services to individuals of varying abilities, the elderly and those recovering from injury or illness. Our mission is helping people live independently every day with quality care.

#### THE OPPORTUNITY: Office Assistant

From filing paperwork to creating spreadsheets, the Office Assistant is responsible for offering administrative support to the team through screening calls, distributing incoming/outgoing mail, assisting with event planning and coordinating communication via newsletter, website and social media. As AUCPs Office Assistant you will greet all visitors by being the true face of the organization. AUCP offers a competitive salary and benefit package, engaging work environment, an 8am-4:30pm weekday schedule and so much more.

#### WHO:

- Is inspired by our mission of enhancing the independence of the aging and disabled community
- Is detail-oriented, self-motivated, and has great customer-service skills
- Maintains positive and enthusiastic attitude while juggling busy workload

#### WITH:

- Associate Degree in Business, Marketing, Development or Communications required; Bachelor's Degree preferred and at least one year of professional experience
- Proficiency level in all aspects of MS Office
- Experience with website maintenance and social media site maintenance
- Excellent verbal and written communication and interpersonal skills

#### RESPONSIBILITIES INCLUDE:

- Assisting staff with event planning and preparation of agency communication
- Greeting and assisting Agency visitors
- Performing office duties such as assisting with mailings, answering telephones, taking and relaying messages

#### HOW WILL WE KNOW YOU ARE THE RIGHT PERSON?

*Give us call!* To learn more about this opportunity, contact Human Resources at 814-262-9600 x 1704. Please forward your resume to [apply@alucp.org](mailto:apply@alucp.org) with the subject line "Office Assistant – Your Name". If you are chosen as a finalist, you will be invited for an interview with the team. The final step in the hiring process will be to arrange for reference calls and background checks. We can't wait to see how you can take this organization to the next level!