

NOW HIRING: EXECUTIVE ASSISTANT - PA PRINCIPALS ASSOCIATION

Please share this opportunity!

The PA Principals Association is seeking a self-motivated, highly organized, and collaborative professional to serve as a full-time **Executive Assistant**. This role supports the Executive Director and other office staff and plays a critical part in the daily operations of a dynamic, statewide nonprofit organization serving school leaders.

Position Details:

Location: Hybrid (2 days/week in Enola office; 3 days/week remote)

Preferred Location: Candidates residing in or willing to relocate to the Harrisburg area

Salary: \$55,000 – \$59,000 per year

Key Responsibilities:

- Provide high-level administrative support to the Executive Director and Deputy Executive Director
- Manage scheduling, communications, and daily executive operations
- Coordinate meetings, including preparation of materials and follow-up
- Support interactions with the Board of Directors
- Assist with office management and organizational operations

Qualifications:

- Experience serving as an assistant to an Executive Director or senior leader
- Strong organizational, clerical, and time management skills
- Excellent interpersonal and communication abilities
- Experience working with a Board of Directors preferred
- Ability to manage multiple priorities in a fast-paced environment

Interested candidates should submit a resume and letter of interest to: **Vangie Unti, Director of Human Resources, at: unti@paprincipals.org.**

Join a mission-driven team making a meaningful impact on education leadership across the state.