West Philadelphia Cultural Alliance
4949-4951 Walnut Street
Philadelphia, PA 19139
215-747-4675

Job Description

Position Title: Administrative Assistant to the Executive Director
Reports To: Executive Director

About the Organization

The West Philadelphia Cultural Alliance is a 501(c)3 entity and was established in 1984 to "stimulate community participation in the arts by cultivating an interest in, understanding of, and appreciation for the arts in the greater Philadelphia region." The WPCA has three areas of concentration: Community Engagement, Arts and Culture, and Programming. The WPCA, as the parent organization owns and operates the Paul Robeson House and Museum.

Position Summary

WPCA seeks a highly organized, proactive, and detail-oriented Administrative Assistant to support the Executive Director and assist with the day-to-day administrative operations of the organization and museum. The ideal candidate is resourceful, professional, dependable, and committed to supporting a mission-driven organization. This position offers an opportunity to gain experience in nonprofit administration, grant management, museum operations, and community engagement.

Primary Responsibilities

- Provide administrative support to the Executive Director to help advance organizational goals and priorities.
- Assist with grant tracking and reporting, including monitoring deadlines, reporting requirements, and maintaining grant records.
- Support museum operations by greeting visitors, providing tours, responding to inquiries, and assisting with event scheduling.
- Maintain organized records and files, including financial and administrative documentation.
- Assist with tracking organizational policies, compliance requirements, and funding opportunities.
- Prepare Board meeting materials, presentations, and supporting documents.
- Provide administrative support for meetings and represent the Executive Director at meetings or community events as needed and as delegated.
- Support scheduling, correspondence, and general office management.

Secondary Responsibilities

- Assist with special events, public programs, and community engagement activities.
- Assist with volunteer coordination.
- Support organizational communications and maintain consistency across social media platforms.
- Maintain confidentiality regarding organizational information, records, and materials.
- Exercise sound judgment and professionalism when representing the organization.
- Perform other duties as assigned.

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Qualifications

- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office Suite and other office productivity software.
- Interest in nonprofit administration, arts and culture, museums, or community engagement preferred.

Schedule & Compensation

- Part-time: 25 hours per week
- Compensation: $20–$25 per hour, commensurate with experience and qualifications.
- This is an initial six-month, grant-funded position, with the possibility of extension contingent upon the availability of additional funding.
- WPCA will seek additional funding to support continuation of the position beyond the initial grant period.

Museum Operating Hours

- Tuesday–Saturday. (Closed Sunday and Monday.)
- Occasional evening, weekend, and special event hours may be required.

Public Tour Hours

- Thursday - Saturday: 11:00 a.m. – 4:00 p.m.