

Job Announcement

Administrative Services Associate



Location: Carlisle, Pennsylvania
Sector: Nonprofit/Philanthropy
Employee Type: 32 hours per week
Posting Date: May 21, 2026
Salary Range: \$45,000 to \$50,000

JOB OVERVIEW

The Partnership for Better Health is seeking an Administrative Services Associate to handle key office functions for the staff and Board and provide administrative support for the staff, Board, and operational/administrative Committees, including event logistics, facility management, human resources, and technology activities.

Candidates with diverse backgrounds are encouraged to apply. We are respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, national origin, age and other characteristics.

The Partnership for Better Health offers an attractive compensation and full benefits package, including competitive salary, paid-time-off, employee wellness, medical, dental and life insurances, and retirement benefits. Salary is negotiable subject to experience. At 32-hours a week, the position contributes to a healthy work/life balance. This position is office-based given the nature of the duties.

ORGANIZATIONAL BACKGROUND

The Partnership for Better Health's mission is to champion and invest in ideas, initiatives and collaborations to advance equity and improve the health of the people and communities in our region. Established in 2001, the foundation has made over \$54 million in grants to organizations throughout South Central Pennsylvania. We bring our mission to life by serving as a catalyst, advocate, and steward to promote health equity and justice, towards ensuring that everyone in our community has the opportunity to reach their highest potential for health. We are a welcoming, inclusive, and mission-driven organization.

Essential Duties – What You Will Do

Honor and help bring to life the Partnership for Better Health's values of diversity, equity, justice, and inclusion. Contribute to a welcoming and equitable organization that reflects and supports our community. Collaborate with others to foster an open and inclusive environment that provides a place of belonging and connection for employees, volunteers, and the many communities served.

1. Office Management: Responsible for coordination of efficient operating systems (office environment: HVAC, facility, grounds, security alarm, copiers, computers, and phones). Administers third party contracts and oversees activities of external vendors. Advises Executive Director on facility issues. Orients new staff members on general office systems, including assignment of keys and security codes. Manages and orders office supply inventory. Processes incoming and outgoing mail. Maintains organizational contacts in Foundant C-Suite (primary database). Greets and welcomes office visitors.

2. Event Logistics Support: Provides support to staff in planning, coordinating and executing the operational elements of events, including venue selection, vendor management (catering, audio visual), online registration via Foundant C-Suite, and on-site setup/breakdown. Coordinates contracts with external vendors, including venues and catering, ensuring accessibility and healthy food options, for Executive Director approval. Monitors event budgets and tracks expenses for a post-event debriefing.

3. Computer Network Administration: Administers the foundation's computer network to maintain a high-functioning system. Troubleshoots hardware and software problems with the Information Technology (IT) consultant and executes IT office policies. Serves as point of contact for the IT consultant to address issues and provide updates. Maintains and updates computer procedures manual and policies, which may include creating new users and systematically organizing file folders, so that information is readily accessible to the staff and/or IT consultant. Oversees office systems and training to include telephone, copiers, and computer equipment. Tracks and ensures that software subscriptions are renewed on a timely basis. Recommends updates to hardware, as needed.

4. Board and Committee Meeting Support: Directly supports Board and operational/administrative committee meetings as needed. Maintains staff and Board rosters. Assists with meeting scheduling and meeting arrangements (refreshments, IT needs, handouts, etc.). Drafts Board meeting minutes, mailings, correspondence, and materials, in coordination with foundation staff.

Other Duties

- Maintains file record retention spreadsheet and manages regular archiving of files. Schedule annual date of destruction/shredding of expired files.
- Supports staff with special requests, as needed (e.g., correspondence to external vendors, community partners, board members and volunteers).
- Pursues annual professional development activities and/or trainings.
- Supports and attends foundation events, as requested.
- Performs other duties/tasks, as assigned.

Essential Requirements

- The ability to travel locally and regionally. This position is office-based given the nature of the duties.

Essential Education & Experience

- Post high school specialist or technical training in a field such as business management, office administration, or related field or associate degree.
- Minimum of 5 years of progressive responsibility and experience in a related field.
- Proven experience in supporting event planning, operations, or logistics.
- Any combination of education and experience equivalent to the essential education and experience listed above.

Essential Skills & Abilities

- Excellent oral and written communication skills.

- Excellent interpersonal skills with capacity to work effectively with many different types of people, in a variety of capacities. High levels of professionalism, diplomacy, confidentiality, and friendly decorum when interacting with colleagues, community volunteers, vendors and others.
- Exceptional organizational skills and experience in handling a wide range of administrative and office management related tasks.
- Knowledge of office technologies and standard workplace policies and procedures.
- Proficient in Microsoft Office (Excel, Outlook, PowerPoint), online meeting platforms, Canva, and database systems (Foundant C-Suite is primary database), and knowledge of basic network management. Proven capacity to keep pace with changing technologies.
- Ability to work both autonomously and collaboratively, anticipating the needs of the foundation and problem solving in a variety of different situations.
- Confidence in office administration, and capacity to multi-task, assess priorities and work efficiently in a fast paced yet calm office environment.
- Flexible and adaptable, working in a setting that strives for continuous improvement, growth, and excellence in all aspects of its work.

OUR COMMUNITY

The Partnership for Better Health is located in Carlisle, Pennsylvania. As a college town known for its rich cultural heritage, great restaurants and vibrant business community, Carlisle won the 2021 All-America City award from the National Civic League, and the 2016 national competition to be named Strongest Town in America. Located just minutes from the Appalachian Trail, regional parks, lakes and forestlands, our surrounding region has much to offer. Carlisle is 25 minutes from Harrisburg, two hours from Washington, Baltimore and Philadelphia, and three hours from New York City and Pittsburgh. As one of the fastest growing counties in Pennsylvania, Cumberland County enjoys a healthy economic climate.

TO APPLY

Qualified candidates with diverse backgrounds are encouraged to email a cover letter, resume, salary requirements and three references to Casandra Jewell Sweeney (Cjewell@ForBetterHealthPA.org). Interested candidates are encouraged to apply by June 10, 2026.

The position will be open until filled. You will receive confirmation of receipt of your resume within three days of submitting your application. If you do not receive it, please contact Casandra (717-960-9009 x 0).