

Title: General Administrative Assistant
Application Deadline: Tuesday, January 20, 2026

This is a generalist support position that will be best suited for a person who likes to learn, appreciates a variety of work assignments, values a highly collaborative environment, and strives for efficiency. It will also help if you have a sense of humor and an innate and genuine respect for colleagues and volunteers.

Type of position: This is a part-time, independent contractor position that we estimate will *average* 15 hours a week. The hours per week will vary, usually with notice, and there is an expectation for some evening work. This is primarily an on-site position.

Areas of Work:

DCBA's GAA will help increase the performance and availability of a small, highly productive staff team. Work for the GAA will be generated by the Executive Director, Deputy Director, and Administrative Manager. The Administrative Manager will streamline the GAA workload and work assignments, with input from the entire staff team and the approval and oversight of the Executive Director. Expected areas of work and skill sets desired are:

- Administrative Support – proficiency with Microsoft Office Suite; comfort with member/customer relations software to assist with data entry, dues and event-registration processing; some reconciliation between accounting and member relations software may be requested; familiarity with standard office technology and its capabilities are required.
- Communications/Social Media Support – writing and grammar should be strengths; ease with recording and editing video and other content for social media; willingness to gauge and capture moments that would help promote our organization's social media engagement
- Events – some off-site and evening work will be required to ensure the smooth execution of DCBA events. Ability to lift and transport supplies, signage, and miscellaneous materials will be helpful.
- Customer Service: We are a membership organization. Our mindset is one of service. Collegiality and grace under pressure are important characteristics for members of our team.
- Collaboration: the GAA will be part of our team. Team members each have roles to contribute, but each member also contributes to the greater good of the team, the organization, and our members. We will appreciate you pitching in when you see a need before we do. We will want to hear your ideas.

Apply to Dauphin County Bar Association
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