



**York County Rail Trail Authority**  
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Seven Valleys, PA 17360  
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## EXECUTIVE ASSISTANT

Posted January 14, 2026

### The Opportunity

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#### **Position Summary**

The Executive Assistant is a part-time position that provides support to the Executive Director. The Assistant is required to perform the responsibilities of the position diligently, professionally, and in a timely manner with minimal supervision. Primary responsibilities are defined below, with the expectations that these responsibilities and associated compensations could expand over time.

Proficiency working with MS Office and related databases and software, strong organizational skills, and the ability to communicate well are essential to the position. The Executive Assistant works collaboratively with the Director, Authority members, committee members, volunteers, partnering agencies, and the general public.

The position requires a professional commitment to represent the York County Rail Trail Authority in the carrying out of all tasks. A clear understanding and commitment to the mission of the York County Rail Trail Authority is required.

The position is a part-time position of 16 hours per week. Work schedule requires presence in-office with occasional remote work opportunity after 6 months. In-office work location is the Hanover Junction Train Station, 2<sup>nd</sup> floor, 2433 Seven Valleys Rd, Seven Valleys, PA 17360. Occasional weekend and evening work is required. Occasional travel throughout York County is required.

**Job Title:** Executive Assistant

**Reports to:** Executive Director

#### **Primary Responsibilities include but are not limited to the following:**

1. Performs clerical and administrative tasks including drafting letters, newsletters, phone and email correspondence
2. Manages one person office in the absence of the Executive Director
3. Assist YCRTA officers; particularly Treasurer in preparation of financial reports and Secretary in recording of all meetings.
4. Coordinates local fund-raising events/activities: Give Local York, Annual Fund Drive to include promotions, communications, tracking donors.
5. Assists with community outreach events to include festivals, ceremonies, public meetings.
6. Organizes Committees: Give Local York, Ambassadors
7. Maintains and grows Friends of YCRTA membership
8. Coordinates/prepares Website and Social Media postings

9. Attends monthly Authority board meetings
10. Performs other duties assigned by the Executive Director

**Required Skills:**

1. Microsoft Business Suite including Microsoft Word, Excel, Access, Publisher, and PowerPoint.
2. Exceptional written and verbal communication abilities including knowledge of best practices for letter-writing, newsletter composition, email communications, electronic newsletters, and social media.
3. Ability to collaborate and provide editorial feedback to Executive Director, partners, and contracted vendors.
4. Ability to work with minimal supervision.

**Qualifications:**

1. Passion for, understanding of, and dedication to serving the public's need for outdoor recreation.
2. Five years general business experience or equivalent educational background. (Bachelor's degree or professional certification preferred.)
3. Excellent organizational skills and ability to prioritize tasks and meet deadlines with little supervision.
4. Professional demeanor with demonstrated customer service focus
5. Ability to lift up to 25 pounds, climb stairs, traverse uneven ground up to 2 miles, and move comfortably in the outdoors.
6. Must possess a valid PA Driver's License and reliable transportation.

**Special training, talents, or interests:**

1. Internship or volunteering in a related recreational field.
2. Professional certification in a related recreational field.
3. Avid user of recreational trails.

**Compensation:**

\$25.00 per hour; no benefits

## Our Organization

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**York County Rail Trail Authority (YCRTA)** was formed in September 1990 by the York County Board of Commissioners. Its purpose is broadly defined in its by-laws as "acquiring, holding, constructing, financing, improving, maintaining and operating projects for transportation and for parks located in or portions of which are located in York County."

**Geographic area served:** County of York, southcentral Pennsylvania.

**Organizational structure:** YCRTA is a municipal authority formed under the Pennsylvania Municipal Authorities Act. It is comprised of eleven volunteers and two, part-time staff persons. Business meetings are held the second Thursday of each month, 3 PM-5 PM at the offices in Hanover Junction Train Station, 2433 Seven Valleys Rd., Seven Valleys, PA 17360. Meetings are open to the public, and schedules are posted on the Authority website.

## To Apply

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Please submit cover letter, resume and three professional references via email or US mail to:

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