



WESTERN PENNSYLVANIA  
SCHOOL FOR THE DEAF

## Programs of the Western Pennsylvania School for the Deaf

Dr. Steve E. Farmer, *Chief Executive Officer*

### POSITION OPENING

6/23/2020

**POSITION TITLE:** Administrative Assistant – Dept. of Institutional Advancement

**REPORTS TO:** Director of Institutional Advancement

**LOCATION:** Western Pennsylvania School for the Deaf, Pittsburgh, PA

**JOB DESCRIPTION:** This position is considered to be a full-time, non-exempt position.

Responsibilities include assisting with the preparation and execution of fundraising and promotional events on and off campus; Generates letters of acknowledgement, tax receipt letters, and “thank you” letters as appropriate; Performs complex data entry and maintains the department’s donor database; Generates a variety of fundraising reports; Assists the Director with the completion of grant applications, close-out reports and related correspondence; Manages routine office functions and responsibilities; Assists with the development and distribution of print and electronic newsletters; Assists with the preparation and mailing of school publications and special event invitations; Creates/maintains multiple mailing lists, and Assists the Director with other projects as assigned. Working on evenings and weekends will be periodically required.

**TRAINING/EDUCATION** An Associate’s Degree is required, but a Bachelor’s Degree in Communications, Marketing, or related field is preferred. Must possess strong skills in proofreading, writing, and be detail-oriented. The individual should have strong computer skills, including database management and preferably experience with the Apple operating system.

**APPLICATION PROCEDURE:** Send letter of application and resume to:  
Dori L. Bachar  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
dbachar@wpsd.org

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THE SCRANTON SCHOOL  
for Deaf & Hard of Hearing Children

