

## Education Program Assistant

**Position Status:** Full Time | Salary | Nonexempt

**Schedule:** Monday – Friday during business hours and occasional evenings or weekends for events or training

**Location:** on-site at 2801 N. Charles St. Pittsburgh, PA 15214 (North Side)

**Parking:** Free parking is available on-site for staff members

**Benefits:** Fully paid premium for medical, dental, vision, HRA, FSA, life, and disability; 401k contribution after eligibility is met; supportive and encouraging work environment with casual dress code

### Who We Are:

Urban Impact is a Christian community development nonprofit ministry that desires to see lives holistically transformed in the North Side community one person, one family, and one block at a time who, in turn, make a powerful impact locally and globally for Jesus Christ. Our mission is to do our part in fulfilling Christ's Great Commission on the North Side of Pittsburgh by following His model of holistic ministry by investing in the lives of at-risk children, youth, and their families to develop mature, responsible followers of Jesus Christ. If you are a dedicated follower of Jesus Christ and believe you are called to be a fellow worker in this mission, then we invite you to review the duties and qualifications listed below.

**Position Summary:** The Education Program Assistant is responsible for providing administrative support to the department program supervisor(s). This includes handling correspondence and coordinating many aspects of the programs. In addition, some program planning and participation is required. This position requires an adaptable self-starter who communicates clearly, manages time wisely, and sets high standards for work output.

### Responsibilities:

- Provide administrative support to the Education program
- Contact volunteers and potential volunteers and manage volunteer clearances
- Prepare program materials, such as brochures, registration forms, and training binders
- Coordinate program mailings
- Participate and assist in programs and organization-wide events and trainings: Tutoring Center, Literacy Support, Math Support, Summer Day Camp, Connections, UIF Sundays, etc.
- Pick up program meals and supplies as needed

### Travel required

- Local travel will be required to pick up meals and program supplies as needed. You may also be required to assist with providing rides for students to and from program.

### Required Skills and Experience:

- Thorough knowledge of Microsoft Word, Outlook, Excel, Power Point, Canva
- Ability to learn new software, including Planning Center, UIF Database, and ESPACE
- Proficiency in multi-tasking
- Strong attention to detail
- Ability to establish priorities to meet deadlines

- Excellent organization skills

**Education and Clearances Required:**

- Bachelor's degree or equivalent experience
- National and state background clearances will be required.

**Organizational Requirements:**

- Driver's license and clear driving record
- Urban Impact employees are expected to align with the organization's faith-based mission and be a living example of the mission of Jesus. At Urban Impact Foundation, we don't just want our staff to be highly qualified in their professional skills. Since ministry is a holy calling, our staff must be believers in and committed followers of Jesus Christ, morally sound, and committed to the vision of Urban Impact. We require that our spiritual beliefs, detailed at <https://uifpgh.org/our-beliefs>, are not only to be understood and believed, but also lived out in the everyday lives of our staff.

**How to Apply:**

If you are interested in a growing, dynamic ministry and possess the job qualifications listed above, please email your resume, a cover letter of interest, and a brief statement of faith to:

[humanresources@uifpgh.org](mailto:humanresources@uifpgh.org).

*This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.*