

## Executive Office Administrative Assistant

**Position Status:** Full-time, salaried, 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 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 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:

This position provides a high level of administrative support, assists with complex scheduling, and contributes support with internal and external events. The administrative assistant will report to the executive office (EO) coordinator with the potential for promotion to executive assistant to the president after a one-year minimum.

The ideal candidate will be flexible; adaptable; detail-oriented; demonstrate excellent written, verbal, and interpersonal communication skills; work well under pressure and in a fast-paced environment; maintain confidentiality; and have a servant's heart.

### Essential Responsibilities:

- Assist the EO coordinator in maintaining the president's calendar and scheduling meetings, speaking requests, work appointments as well as some personal appointments, and maintain records of those appointments
- Perform clerical and administrative tasks including drafting emails, invoices, reports, meeting minutes, and other documents
- Assist in managing communications and correspondence for internal and external stakeholders
- Arrange travel and accommodations for the president
- Assist in preparing agendas, and attend meetings to take notes and record minutes
- Collect receipts and complete expense reports
- Assist with developing staff training schedule including coordinating trainers, setting up training rooms, running PowerPoints, and ordering food for applicable staff meetings, staff-wide trainings, and events
- Assist the EO and other departments in preparing for internal and external events
- Collaborate with executive office and department staff to accomplish goals
- Be available to assist the president and EO staff with any additional research and/or special projects and events as requested

- Local travel to UIF properties and program locations for events, trainings, or programs is required

**Required Skills, Experience, and Education:**

- Bachelor's degree or equivalent experience
- Administrative assistant experience preferred but not required
- Advanced skills in Microsoft Word, Excel, Outlook, and PowerPoint
- Exceptional office technology skills, including implementing and troubleshooting Apple products/iPhone/iOS, computer applications, WiFi connectivity, email, text messaging, copiers, printers, etc.
- Excellent communication skills and high proficiency in grammar and punctuation
- Strong attention to detail, organization skills, and ability to work well under pressure
- Integrity and ability to maintain strict confidentiality
- Team player and possess a servant's heart as well as the attributes of discretion, professionalism, flexibility, adaptability, and able to relate well with others
- Demonstrated understanding of theology and pastoral work to effectively support pastoral duties
- Ability to work well in a non-structured environment
- Maintain professionalism in all circumstances
- Driver's license and clear driving record
- National and state clearances will be required

*\*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.*

**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 with salary requirements, and a statement of faith to: [humanresources@uifpgh.org](mailto:humanresources@uifpgh.org). All three items must be included to be considered.