

Training Center Administrative 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 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. Urban Impact employees are expected to be a living example of the mission of Jesus; our beliefs must not only be understood but lived out in everyday life. 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.

Summary:

The Training Center is dedicated to creating a movement of Christian multiplication in cities by raising up well-trained individuals in Pittsburgh through programs such as a year-long fellowship and mission trips. The Training Center administrative assistant will assist the senior director of the Training Center and Performing Arts and the director of the Training Center. The Training Center administrative assistant must not only have a passion for the gospel message, but also for helping the leaders of the Training Center administer this new, exciting, and quickly growing department at Urban Impact Foundation.

Reports to: Dual reporting to the senior director of Training Center and Performing Arts and the director of Training Center

Responsibilities:

1. Assist the senior director of the Training Center and Performing Arts:
 - Schedule meetings and maintain their schedule.
 - Complete check requests
 - Assist in developing department trainings.
 - Assist with special events.
 - Assist with the creation and editing of program curriculum for Performing Arts
2. Assist the director of Training:
 - Schedule meetings and maintain their schedule.
 - Complete check requests.
 - Attend meetings and take notes.
 - Assist in developing department trainings.
 - Talk through ideas with director.

3. Assist in administering The Training Center:
 - Assist team members in writing yearly strategic plan for The Training Center; keep statistics for progress and future planning report
 - Attend and assist in fall and spring weekly trainings and any other trainings for The Training Center: prepare training materials, communicate with volunteers and guest speakers, set up the room
 - Help team members plan summer missions' trips (i.e., reservations, food, etc.).
 - Assist in tracking the department budget.
4. Assist in special events and with short-term mission groups at local locations as needed
5. Pick up supplies for the department

Required Skills and Experience:

- Proficiency in MS Word, Excel, PowerPoint, Outlook, and Publisher
- Proficiency in multi-tasking and ability to establish priorities
- Strong organizational skills
- Comfortable in fast-paced, quickly changing environment
- Ability to help set and implement goals

Travel required

- Occasional local and distant travel required
- Use of personal vehicle is required with mileage reimbursement

Education and Clearances Required:

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

Organizational Requirements:

- Driver's license, clear driving record, reliable vehicle
- 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. All three must be included.

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.