

## Event Coordinator

**Position Status:** Full Time

**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; casual dress code

### How to Apply:

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

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

### 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:

Assist in the development and execution of a variety of ministry initiatives. Priorities include translating vision and goals into tangible deliverables, developing timetables and accountabilities, participating in and/or leading cross-functional teams charged with implementation, tracking progress, giving periodic progress reports, and identifying ways to continually improve processes and results. In addition, the position will manage/administer other duties as defined by the President.

### Roles and Responsibilities:

**Lead coordinator for the annual ManUp Pittsburgh event team** - includes but is not limited to the overall execution, task force, document tracking, budget, and communications of the event

**Development Initiatives** – includes working with the President and Development staff with logistics to schedule meetings, meals, and marketing materials for the event (Capacity Campaign, Campus tours, Donor dinners, and Steelers Cruise)

**Lead coordinator for Urban Impact Sunday and Church speaking events** – includes program logistics, scheduling meetings with partner churches and UIF staff, and following up on new volunteers process

**Quarterly Connections Volunteer training** – includes working with the president and directors on fiscal year training schedule, coordinating event and marketing with staff, follow up, etc.

**Manage Student Baptisms** – includes collaborating with the President and program staff and scheduling with partner churches or as separate UIF events, coordinating prep class, working with the instructor on communication and class details, facilitating the training classes with staff and students

**Volunteer Service Project Coordination** – includes liaison between one-time volunteer groups, the training center, and other staff, identifying projects for groups, collaborating with one-time groups, and partner churches for events.

**Coordinate staff meetings, training, and events** – includes collaborating with the executive assistant to schedule weekly staff meetings with agendas, & with worship teams, assist with the semester training schedule, and special staff events throughout the year

**Coordination of Internal Special Events** – includes collaborating with assigned department leads for development, marketing, & promotion, and communication of Cirque, Football Clinic, PB4K events

**International Development Trips** – includes coordination of travel and with travel agency for development initiatives (past trips include Israel and England), assist President with donor invites, marketing & promotion, and communication with attendees

#### **Education, Skills, and Clearances Required:**

- Bachelor's degree or equivalent experience with demonstrated leadership
- 1-3 years experience executing events preferred
- Maintains professionalism in all circumstances
- Strong oral and written communication skills required
- Strong administrative background required
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint
- Exceptional office technology skills, including implementing and troubleshooting cell phone and computer applications, Wi-Fi connectivity, email, text messaging, copiers, and printers.
- Strong organizational skills and attention to detail
- Ability to multi-task and to work under pressure
- Ability to work well in a non-structured environment
- Team-oriented personality with demonstrated ability to lead cross-functional teams
- Unwavering integrity and ability to maintain confidentiality
- Detail-oriented and analytical
- Flexible and adaptable
- National and state background clearances will be required.

#### **Organizational Requirements:**

- Three-year commitment
- Urban Impact employees are expected to 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.

**Physical Requirements:**

- This position functions in a normal office environment that requires the ability to successfully interface with standard office equipment such as computers, printers, copiers, fax, telephones, etc.
- Occasional travel to local venues for programs and meetings and move about various churches and other facilities.
- Frequently communicating with others to exchange information related to the position and mission of the organization.
- Frequently requires sedentary work that primarily involves sitting/standing
- Occasionally moving about to accomplish tasks or moving from one worksite to another.

*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.*