

Executive Office Manager

Position Status: Full-time, salaried, exempt

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:

The Executive Office manager is responsible for coordinating the daily operations of the executive office (EO), ensuring seamless administrative support for the president and founder. This role involves handling sensitive information, coordinating schedules, and managing communications and tasks with staff and stakeholders. This role will supervise and delegate tasks to the EO administrative and personal assistant.

The ideal candidate will have a demonstrated ability to manage complex workflows and effectively delegate and collaborate while cultivating the strengths of a team. Must also be flexible; adaptable; detail-oriented; demonstrate excellent written, verbal, and interpersonal communication skills; a problem solver; work well under pressure and in a fast-paced environment; maintain confidentiality; and have a servant's heart.

Essential Responsibilities:

- Attend meetings with the president, taking detailed notes and preparing meeting reports
- Act as a liaison between the president, internal staff and teams, and external stakeholders, including directors, Board members, and ministry partners
- Follow up with staff members to keep the president informed of progress, issues, and functions
- Supervise the administrative and personal assistant to the president and delegate tasks as assigned
- Oversee the process of calendar management and travel arrangements
- Schedule and coordinate meetings, appointments, and speaking engagements for the president
- Support executive office projects by managing timelines, deliverables, and follow-ups
- Draft and edit communications on behalf of the president
- Act as a gatekeeper, liaison, and problem-solver to optimize the president's productivity
- Collaborate with executive office and department staff to accomplish goals
- Assist the EO and other departments in preparing for internal and external events

- Be available to assist the president and EO staff with any additional research and/or special projects and events as requested
- Handle confidential information with discretion
- Local travel to UIF properties and program locations for events, training, or programs is required

Required Skills, Experience, and Education:

- Bachelor's degree or equivalent experience
- 3+ years administrative assistant, project management, or related experience
- 1+ years management experience preferred
- 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

Travel required

- Frequent local travel required
- Use of personal vehicle is required with mileage reimbursement

Organizational Requirements:

- Three-year commitment preferred
- 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.

**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. All three items must be included to be considered.