

Program Assistant to the Options Department

Position Status: Full Time | Salary

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 (no monthly premium cost to the employee); 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 Options Program Assistant is responsible for providing administrative support to the Options Department, Options Urban Missionaries, and the Director and Assistant Director of Options.

Administrative tasks can include recording data, event planning, tracking program expenses and managing program materials, and coordinating department calendars to schedule meetings. This position also assists and participates in Options Department program activities as needed.

Responsibilities:

- Create agendas for weekly meetings
- Assist with special projects/tasks
- Contact potential volunteers and manage the new volunteer clearance process
- Recruit meal volunteers
- Prepare program materials, including but not limited to brochures, registration forms, training binders, schedules etc.
- Coordinate program mailings
- Place and track orders for food, supplies, etc.
- Reserve rooms and vehicles for programs and staff
- Manage all data-related projects (i.e. registration forms, data, attendance, assessments, KRA reports, etc.).
- Prepare check requests and make deposits
- Assist with programs, trainings, and events
- Track all expenditures for Options Department including food, supplies and mileage
- Provide input for yearly planning of programs

- Perform any and all additional administrative duties as requested
- Local travel to trainings, programs, and events is required

Required Education, Skills and Experience:

- Bachelor's degree or equivalent experience

Clearances Required:

National and state background clearances will be required.

Organizational Requirements:

- Three-year commitment
- 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 items must be submitted.

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.