

Administrative and Personal Assistant - Executive Office

Position Status: Full-time, salaried, nonexempt

Schedule: Monday – Friday during business hours and occasional evenings or weekends

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); PTO; 401k contribution upon eligibility; 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 reports to the Executive Office (EO) manager and provides a high level of administrative and personal support for the president and founder, ensures seamless daily operations, assists with complex scheduling, and contributes support to internal teams and stakeholders.

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:

- Maintain the president's calendar and schedule meetings, travel speaking requests, work appointments as well as personal appointments and travel in collaboration with the EO manager
- Perform clerical and administrative tasks including drafting emails, reports, agendas, meeting minutes, and submitting check requests for invoices
- Manage personal errands and tasks such as setting appointments, maintaining medical records, and travel arrangements
- Assist in drafting and editing communications and correspondence on behalf of the president
- Transcribe sermon notes and meeting minutes
- Arrange travel and accommodations
- Collect receipts and complete expense reports
- Assist the EO and other departments in preparing for internal and external events
- Local travel to UIF properties and program locations for events, training, or meetings 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
- National and state clearances will be required

Travel required

- Occasional local travel required

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.