Education Program Assistant

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 (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 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.

Position Summary: The Education program assistant is responsible for providing administrative support to department program supervisors. This includes handling correspondence and coordinating many aspects of the programs. In addition, some program planning and participation is required.

Responsibilities:

- May supervise office volunteers and high school student workers.
- Contact volunteers and potential volunteers. Manage the new volunteer clearance process
- Prepare program materials and program mailings
- Place and track orders for food, supplies, and transportation
- Manage all data-related projects (i.e. inputting registration forms, program attendance, data, etc.)
- Answer and route phone calls
- Manage schedule and tasks for office volunteers
- Provide input for yearly planning of programs
- Participate and assist in programs and organizational wide events and trainings: Tutoring Center, Literacy Support, Math Support, Summer Day Camp, Connections, UIF Sundays, all-day trainings, etc.
- Lead staff for Summer Day Camp admin:
    - Daily schedules (staff and transportation)
    - Coordinating volunteer groups
    - Parent night and year-end celebration coordination
    - Database entry for students and interns
    - Manage camp payments
- Additional administrative duties as needed by Education staff

Required Education, Skills and Experience:

- Bachelor's degree or equivalent experience
- Driver's license and clear driving record
- Thorough knowledge of Microsoft Word, Outlook, Excel, Power Point, Canva
- Ability to learn new software, including Planning Center, UIF database, and ESPACE
- Must be strong in attention to detail, multi-tasking, prioritizing to meet deadlines, and organization

Preferred Education, Skills and Experience:

- Willingness to complete 15 passenger van training (if 25 years or older)
- Willingness to complete Serve Safe certification for kitchen.

Travel required

- Local travel will be required to pick up meals and program supplies as needed. You may also be required to assist with providing rides for students to and from program.
- Local travel to trainings, programs, and events is required
- Use of personal vehicle is required with mileage reimbursement

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.