



307 Fourth Avenue, Suite 1500 · Pittsburgh, PA 15222

July 5, 2019

**Position Title**

Administrative Assistant

**Location**

Sustainable Pittsburgh's office at 307 Fourth Ave., Suite 1500, Pittsburgh, PA. Due to the nature of this job, the opportunity to work remotely will be rare.

**Reporting To**

Executive Director (50%)  
Director of Finance and Administration (50%)

**Direct Reports**

None

**General Description**

This full-time, non-exempt position provides administrative support for the Executive Director, as needed, and has office managerial responsibilities for the Sustainable Pittsburgh office, generally. Responsible for managing a wide range of logistical and administrative needs. Represents Sustainable Pittsburgh with board members and external stakeholders.

**Principal Accountabilities**

- 50% - Provide effective administrative support to the Executive Director in a number of capacities, as needed. This includes but is not limited to management of the Executive Director's schedule, including making appointments and travel arrangements, creating meeting minutes and dissemination, record-keeping, interfacing with other staff, the board of directors, and external parties, timely preparation of reports, and other administrative and logistical functions.
- 50% - Office management and limited administrative support of Sustainable Pittsburgh's downtown office, to include answering the phone; receiving visitors; preparation of correspondence and mail handling; managing the availability, organization, and maintenance of equipment, furniture, and office supplies; interfacing with the building owner/landlord, including about facilities requests; maintaining organization and tidiness of common areas; and other needs as identified.

**Organizational Background**

Sustainable Pittsburgh is a 501(c)3 nonprofit organization with a mission of accelerating sustainable policy and practice in Southwestern Pennsylvania. We are a trusted convener and have worked for over 20 years with multidisciplinary groups of decision-makers. Our approach



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to sustainability has always been systems-change-focused and comprehensive, incorporating equity, environment, and economy simultaneously. Through our programs and activities, we are connected on these topics to hundreds of the region's organizations and thousands of individuals. We are a dynamic team of dedicated, knowledgeable, passionate professionals.

Our vision is, through the policy and practice of sustainable development, for Southwestern Pennsylvania to have a strong economy in which all people can live to their potential, are engaged, and prosper within the means of a clean and healthy environment.

## Qualifications

**EDUCATION & EXPERIENCE:** Associate's or bachelor's degree or equivalent experience and a minimum of two years' experience in a dynamic office environment, with similar administrative responsibilities.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Computer, office equipment, and mobile communications skills needed with excellent knowledge of Microsoft Office Suite (especially Word, Outlook, Excel, and PowerPoint).
- Excellent oral and written communication skills.
- Must have strong attention to detail, a friendly, collaborative demeanor, strong organizational skills, and ability to handle high level contacts.
- Comfortable working with diverse audiences including staff, board, donors, funders, community partners, press, and the public.
- Proficient at prioritizing and juggling multiple tasks simultaneously. Able to complete tasks in a timely fashion and thrive in a fast-paced environment with a positive and optimistic attitude.
- Tact, maturity and absolute discretion in handling confidential information.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; balance; and talk or hear. The employee is frequently required to stand, walk, and sit. The employee may be required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. An employee in this position is exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, fluorescent lighting and traditional office equipment. Employee will be expected to be able to use personal and/or public transportation. Occasionally, the employee should expect moderate levels of walking and travel within the greater Pittsburgh region.



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**Salary and Benefits**

Hourly wage for this position is from \$16.20/hr-\$17.80/hr, commensurate with experience. Sustainable Pittsburgh offers a competitive benefits package including medical/dental/vision, etc., 403b plan, and defined contribution retirement plan.

**Application Information**

Applications must be received by 5:00 PM Eastern Time on July 26, 2019. To apply, please send email with a subject line “Administrative Assistant” to [careers@sustainablepittsburgh.org](mailto:careers@sustainablepittsburgh.org). Please attach cover letter and resume as a single .pdf file and include wage requirements.

**Equal Employment Opportunity Statement:**

It is the policy of Sustainable Pittsburgh to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, political affiliation, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.