



**October 21, 2021**

**Position Title**

Programs Coordinator

**Location**

Sustainable Pittsburgh's office at 307 Fourth Ave., Suite 700, Pittsburgh, PA. Some remote work is possible.

**Reporting To**

Senior Program Manager

**Who we are and what we stand for**

Sustainable Pittsburgh is a 501(c)3 nonprofit organization and a trusted convener, having worked for over 20 years with decision-makers at hundreds of the region's businesses, nonprofits, and local governments. We focus on systems change, with a comprehensive approach encompassing social equity, environmental stewardship, and economic prosperity. Our mission is to empower decision-making that builds a fundamentally equitable, resilient, healthy, and prosperous region.

Through our programs, events, and initiatives, we help regional decision-makers find and implement high-impact ways to build fundamentally sustainable organizations and communities, to make best practices into standard practice. We envision a thriving region where stakeholders are connected, sustainability knowledge is shared and applied, and all people can succeed.

We are a dynamic team of dedicated professionals. Through collaboration and open-mindedness, and with credibility and resourcefulness, we are making a difference for a better region and world. We hope you will join us.

**Our vision on diversity and inclusion**

Wherever you're from, whatever your background, we need you! At Sustainable Pittsburgh, we believe inclusion and diversity are key to our success. By fully leveraging our diverse experiences, backgrounds, and insights, we inspire innovation, shape a new narrative, and create better outcomes for our partners and the communities we serve.

At Sustainable Pittsburgh, making inclusion and diversity a competitive advantage is front and center for us. Currently, 79% of the team identify as women and 23% identify as racial or ethnic minority. Sustainable Pittsburgh's Board comprises 69% identifying as women and 46% identifying as racial or ethnic minority.

*"It is central to our mission that Sustainable Pittsburgh be an organization that works for and resonates with all the communities in the greater Pittsburgh region. I hope that you will join me as we work to ensure a more sustainable future for all."* - Joylette Portlock, Executive Director



### **What does it take to be a successful Programs Coordinator at Sustainable Pittsburgh?**

The successful Programs Coordinator will take initiative to assist our programs team in executing programs, demonstrating accuracy, professionalism, and good judgment.

We provide business and community decision makers in the region with education and assistance for sustainability performance tracking through a number of programs. 2021 programs include the Sustainable Pittsburgh Shop Program; the Sustainable Pittsburgh Restaurant Program; the CEOs for Sustainability executive council; the Sustainable Pennsylvania Community Certification, which we manage in partnership with the Pennsylvania Municipal League; and the soon-to-launch Sustainable Pittsburgh Workplace Program.

As Programs Coordinator, you will be responsible for assisting the program managers in designing and executing programs, supporting program participants, managing information and data, providing administrative support, and otherwise ensuring smooth operation of programs to meet programmatic goals.

While you will work most closely with Sustainable Pittsburgh's Director of Programs and the programs team Managers, you will also collaborate with the Projects and Events Coordinator and the other members of the communications and development teams. The Programs Coordinator engages directly with many of the hundreds of workplaces and municipalities that participate in Sustainable Pittsburgh programs, developing subject matter expertise in economic, social, and environmental sustainability.

### **Principal Functions**

- Program support and facilitation
  - Assist the Director of Programs and the Program Managers with implementing the programs via Sustainable Pittsburgh's new technology platform, to include:
    - Assisting participants with using the performance program platform.
    - Preparing program resources and web content to support the programs.
    - Marketing the programs and recruiting participants, including for the 2021-2022 programs relaunch, and annually assisting with recruiting participants for competitive, themed performance sprints.
    - Maintaining the performance program resource directory.
    - Assisting with reviewing program engagements on an ongoing basis.
    - Developing and facilitating a mentorship program for program participants.
  - Participate and contribute as part of Sustainable Pittsburgh's programs team in group discussions and collaborative efforts.
  - Help evaluate program success by executing surveys and conducting data analysis.
  - Provide input, guidance, and assistance to the Projects and Events Coordinator where needed to ensure effective execution of program events.
  - Provide administrative support; and a variety of other organizational and logistical tasks for all programs as needed.
  - Other duties as assigned.
- Coordination with communications and development teams to assist in effective publicity for programs and membership recruitment.
- Representation of Sustainable Pittsburgh at external events, which may include tabling opportunities.
- Engagement in professional development opportunities to grow expertise and network within the field.



## **Qualifications**

### **Education & Experience:**

College degree and 2-3 years of work in a related field, or equivalent experience.

### **Knowledge, Skills, Abilities:**

- Computer, office equipment, and mobile communications skills needed, including use of Microsoft Office.
- Excellent oral and written communication skills.
- Must have strong attention to detail, a friendly demeanor, and strong organizational skills.
- Strong collaborative and interpersonal skills.
- Strong sense of initiative and ability to work independently, prioritize and manage multiple tasks, meet multiple deadlines.
- Understanding of the principles and practice of sustainability.
- Ability to collect and analyze data. Experience designing surveys is desirable.
- 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 a computer. 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 complete tasks in a timely fashion and use personal and/or public transportation. Occasionally, the employee should be able to travel within the greater Pittsburgh region.

## **Salary and Benefits**

This is a full time, exempt position. Extension of the position beyond one year is contingent on funding availability. Sustainable Pittsburgh offers a salary range of \$42,000 to \$46,000 per year and a benefits package, including medical/dental/vision.

## **Application Information**

Position will be open until filled. Applications encouraged by November 12. To apply, please submit your cover letter and resume as a single .pdf document with filename:

“Programs Coordinator-YOURLASTNAME.”

Attach to an email and send with the subject line “Programs Coordinator-YOURLASTNAME” to [careers@sustainablepittsburgh.org](mailto:careers@sustainablepittsburgh.org).

After submitting the resume and cover letter, applicants will be invited to complete a short written assignment.

## **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,



**SUSTAINABLE PITTSBURGH**

307 Fourth Avenue, Suite 700 · Pittsburgh, PA 15222

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.