



PITTSBURGH CARES
Pittsburgh, Pennsylvania
www.pittsburghcares.org

Position: Events and Program Assistant

Organizational Overview

Pittsburgh Cares, a non-profit volunteer service organization, is part of the national Points of Light Institute (www.pointsoflight.org). Founded in 1992, Pittsburgh Cares is a recognized, respected leader in volunteerism and community service in the Greater Pittsburgh region. Pittsburgh Cares has an active volunteer base of over 10,000 youth and adults and provides volunteers and capacity-building support to over 350 area community-based organizations. On average, Pittsburgh Cares coordinates between 60-75 service projects per month and logs more than 80,000 service hours annually.

Pittsburgh Cares increases community engagement through volunteerism and enhances the impact of regional service partners. For more information about Pittsburgh Cares, please visit www.pittsburghcares.org.

Commitment: The Events and Program Assistant position is part-time and will report to and be supervised and evaluated by the Program Manager – Business Cares, in a business casual office. The Events and Program Assistant will work a flexible schedule of up to 30 hours per week. This position is a contractual position through June 30, 2010, with possibility of continued employment based on performance.

Compensation: The Events and Program Assistant will be compensated \$10-15/hour based upon experience. Since the position will require some travel, Pittsburgh Cares will reimburse for parking and mileage with the proper receipts.

Position Description, Duties and Responsibilities:

The purpose of Business Cares is to enhance corporate citizenship by enhancing the alignment among business goals, employees' community interests, and community needs. Through greater awareness of social issues, both businesses and employees can better align their charitable resource allocation of time, talent and treasure.

The Events and Program Assistant is primarily responsible for supporting relationship maintenance and growth within Pittsburgh Cares' Business Cares program. This includes, but is not limited to, the primary and additional responsibilities listed below.

- Retaining Business Cares clients through effective relationship management under the guidance and supervision of the Program Manager – Business Cares
- Assisting in planning and implementing Business Cares customized projects, including:
 - Project Management for individuals and groups:
 - Outreaching to nonprofit agency partners to develop mutually beneficial business – community partnerships
 - Coordinating the appropriate project logistics including pre-project development, food services, transportation, project supplies, etc.
 - Providing onsite leadership support at Business Cares projects
 - Volunteer recruitment and registration
 - Project evaluation and impact reporting
 - Volunteer recognition
 - Operational Support:
 - Volunteer database management
 - Volunteer project posting, tracking, and impact reporting
 - Fielding phone calls and emails from business clients, volunteers, and community partners
- Participating in Pittsburgh Cares' partnership with the United Way of Allegheny County for the annual Days of Caring campaign, including:
 - Outreaching to regional service partners to develop Days of Caring projects
 - Matching regional employers with appropriate Days of Caring projects and providing the necessary project detail to employee volunteer teams
 - Facilitating the distribution of Days of Caring t-shirts and project resources (i.e. paint donations)
 - Measuring and reporting the impact for Days of Caring projects
 - Recognizing Days of Caring employers, employee participants, and agency partners
 - Retaining Days of Caring employers

Additional responsibilities include:

- Assisting in the implementation of special events including Hands on Pittsburgh (May):
 - Outreaching to regional service partners to serve as host sites for volunteer projects
 - Soliciting event sponsors (financial and in-kind)
 - Recruiting and registering volunteers
 - Providing on-site management of special event projects
 - Measuring and reporting community impact
 - Recognizing volunteers and agency partners
- Assisting with project management as needed across Pittsburgh Cares' three additional volunteer programs:
 - Project development with nonprofit agency partners
 - Project logistics: pre-project development, food services, transportation, project supplies, etc.
 - Onsite project management
- To assist in brainstorming, planning, implementing and evaluating additional smaller-scale special events based on national civic education benchmark research
- To assist the Pittsburgh Cares staff with additional tasks as needed

Qualifications:

The successful candidate will have knowledge of program/project management, customer-service, volunteer management, and special event planning as well as a commitment to the mission of Pittsburgh Cares: increase community engagement via volunteerism and enhance the impact of regional service partners. Candidates must also possess proven track record of volunteering and an ability to communicate effectively to and to engage diverse audiences.

Additionally, candidates should possess the following:

- 1-3 years experience in nonprofit sector / related field with developed skills in:
 - Planning and organizational skills with multiple tasks
 - Management and leadership skills in developing, directing, and evaluating programs in line with strategic goals and objectives;
 - Building and motivating effective teams of diverse individuals
 - Excellent written, verbal and presentation skills
- Bachelors degree in business management, corporate relations, communications, education, nonprofit management, or a related field
- Outstanding analytical, interpersonal and communication skills as well as creativity, diplomacy, and skills in consensus building and collaboration
- Ability to work with a diverse pool of volunteers, service partners and cultural and professional styles
- Skilled use of MS Office Software Suite
- Energetic, optimistic, and customer-centered personality
- Strong work ethic with the ability to put personal strengths to work

To Apply: Please email a cover letter and resume to:

anew@pittsburghcares.org

Or mail to:
Alexa New
Pittsburgh Cares
239 4th Avenue, Suite 1007
Pittsburgh PA 15222

Deadline: Applications will be accepted until the position is filled. No telephone calls, please.