

**The Pittsburgh Project  
Service and Leadership Department Administrative Associate  
Position Description**

---

**Type of position:** Salaried, 40 hours per week  
**Schedule:** Monday – Friday, 9am-5pm  
**Reports to:** Director and Assistant Director of Service and Leadership

**Qualifications**

**1. Personal**

- A commitment to following Christ in all dimensions of his/her private and public life
- A commitment to affirming the vision and purpose of The Pittsburgh Project (TPP)
- A commitment to providing excellent, welcoming, and caring service to all homeowners or Service Camp inquirers who ask about the services of TPP
- A commitment to serving on a team

**2. Professional**

- Bachelor's degree in communications, business, writing, or a related field (preferred)
- Some experience in a social service agency, church, or nonprofit organization
- Strong verbal and written communication skills, professional presence, teamwork skills, and ability to multitask
- Proficiency in Microsoft Word and Excel, and experience in Microsoft Access and Outlook
- A hospitable, welcoming spirit

**Work schedule**

*The Service and Leadership Department Administrative Associate's schedule changes to accommodate summer programming.*

- September-May, typically 9 AM-5 PM, with some variations for special program events
- June-August, typically 7:30 AM-4:00 PM with some variations for our service camp events

**Responsibilities**

*This position involves administrative support for the Services and Leadership Departments five programs: Out of School Time (K-12), Homeowner Services and Care, Service Camp, Leaders in Training and Summer Day Camp.*

- Receive and respond to all program inquiries
- Maintain the department's databases.
- Process and track program inquiries and applications for services.
- Help to promote all programs within the department and serve as the primary registrar
- Maintain areas of financial accountability & security clearances for the department
- Manage contracts and statistical information
- Assist with volunteer efforts
- Work in collaboration with program coordinators to provide support