

The Opportunity

The Urban League of Greater Pittsburgh (ULGP), an organization dedicated to the economic self-reliance, parity, power, and civil rights, of African Americans and other underserved in the Greater Pittsburgh area, seeks an Executive Assistant to partner with the Vice President of Programs & Services (VPPS) and others on organizational program initiatives as it expands its strategic focus and impact.

We are looking for an energetic, experienced executive administrative professional with strong leadership and problem solving skills to complement our highly effective team and support our community. The ideal candidate will have a data driven and work best when collaborating with others and will be energized by growth and change.

Because the Urban League of Greater Pittsburgh believes that our people are the only way to achieve our mission, we embrace and welcome those with varied life experiences who are committed and interested in the challenge of helping a storied organization reimagine itself. We welcome all qualified applicants who reflect the rich tapestry of the population and culture for whom the Urban League advocates regardless of ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, or experience with poverty or homelessness.

The ULGP offers a flexible, collaborative environment with a commitment to best practices, innovation, and growth. We welcome creative and hard-working team players who share a passion for securing economic self-reliance, parity and power, and civil rights for African Americans and other underserved urban residents.

REPORTS TO: Vice President of Programs and Services

FLSA STATUS: Full-time; Non-Exempt

STARTING SALARY RANGE: \$39,000- \$45,000

Executive Assistant

The Executive Assistant will partner with the Vice President of Programs and Services (VPPS) to provide executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Vice-President. The Executive Assistant also provides support to the senior management team, organizes, and coordinates executive outreach and external relations efforts, and oversees special projects. The Executive Assistant must be creative and enjoy working in an environment that is, mission driven, and community oriented.

Essential Functions

- Responsible for managing the office of the VPPS, including all clerical functions, special projects and assigned committee activities of the board of directors.
- Provide leadership in the development of an agency-wide, cross-functional clerical team consisting of the front desk receptionists, agency greeters, interns, permanent and/or temporary secretaries and assistants.
- Prepares appointment schedules, external and internal correspondences, typing, travel arrangements and monthly expense reconciliations and other associated tasks.
- Schedules, in coordination with the Executive Assistant of the President & CEO, bi-monthly All Agency Staff meetings.
- Coordinates with designated staff, the purchase of all necessary supply items for the All-Agency Staff meetings, workshops, and in-service training.
- Prepares the All-Agency Report on a monthly and quarterly basis.
- Attends and assists the Executive Assistant to the President with board of directors' meetings.

- Schedules program committee and other VPPS assigned board committee meetings on an annual and per meeting basis.
- Attends board committee meetings and prepares minutes for distribution.
- Assists the VPPS in maintaining a superior level of communication with the President & CEO, the Cabinet, board committees, senior directors, program managers, staff and outside stakeholders.
- Assists in gathering agency data in response to external requests for approved information, including surveys, reports, evaluations, and the National Urban League Affiliate Assessment.
- Monitor contracts and prepare reports of such for all Urban League programs.
- Maintains complete files of all grant submissions and current and past contracts.
- All other duties as assigned.

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Problem Solver
- Knowledge of administrative business operations
- Management or supervisory skills/experience

EDUCATION AND EXPERIENCE

Associates Degree in Business Administration or Bachelor Degree Preferred .

3- 5 years of administrative experience preferably in the nonprofit arena.

Must provide proof of full COVID 19 vaccination status or Medical or Religious exemption.

Act 33/34 and FBI clearances required.

The ULGP invites all applicants to include in their cover letter a statement about how your unique background and/or experiences can contribute to the diversity, cultural vitality, and perspective of our staff, students, volunteers, and supporters.