

POSITION/TITLE	Executive Assistant and Communications Associate	CLASS	Independent Contractor
GROUP	Development and External Relations	DEPARTMENT	Development and External Relations
REPORTS TO	Director, Development and External Relations	DIRECT REPORTS	None
SALARY RANGE	\$25 per hour	GRADE	
LOCATION/BASED	Greater Pittsburgh Area	PRIMARY LOCATION	Main Office

*The **Urban League of Greater Pittsburgh's** mission is to enable African Americans and other underserved urban residents to secure economic self-reliance, parity and power, and civil rights.*

JOB DESCRIPTION

This is an independent contractor opportunity for two (2) to three (3) months.

POSITION SUMMARY/OBJECTIVE

The Executive Assistant and Communications Associate will actively contribute to the success of our fundraising and marketing goals. This position interacts with organizational leadership at the highest levels in assisting the Urban League's President & CEO and Director of Development and External Relations to achieve fundraising and communications goals for the **Urban League of Greater Pittsburgh (ULGP)**.

ESSENTIAL FUNCTIONS

Department Support

- Provides clerical support, project-based assistance and database management for the Development and External Relations Department.
- Maintains and expands prospect and donor database and constituent files.
- Implements administrative functions for-direct mail campaigns, including list queries and coding/tracking impact.
- Prepares monthly media reports and assists with social media and press releases.
- Updates and maintains Department files.
- Recommends systems solutions to improve database capabilities and annual giving services.
- Consistently identifies areas for improvement, attends and participates in events related to Department responsibilities, including some evenings and weekends.

Internal and External Customer Relations

- Serves as the first point of contact for all Department inquiries, directing both internal and external customers to appropriate staff for a timely response.
- Under the authority and direction of the Director of Development & External Relations, provides project management in the handling of communications and marketing requests submitted to the Department by internal and external customers.
- Fields requests for flyers and other communication pieces. Assists in publication preparation,

monitoring and communicating schedules and deadlines to staff and vendors involved in Department activities.

- Recommends web page updates on a daily basis.

Special Events and Board Support

- Provides staff support for special events, including coordinating with outside vendors and training and supervising event volunteers.
- Supports Department Board committee meetings, and others as needed. This includes scheduling, preparing agendas and related materials, and transcribing meeting minutes.
- Assists in the day-to-day activities of the ULGP's annual giving program.
- Ensures that notes are regularly entered into constituent records to preserve ULGP history.

Financial

- Daily gift processing and donor acknowledgement of all charitable gifts and fundraising income.
- Donor and gift reports, reconciliation with the Finance Department on a weekly and monthly basis.
- Run variance reports as needed (forecasted restricted and unrestricted goals).

OTHER ESSENTIAL DUTIES

- Must work as an effective team member and represent the ULGP in a professional and personable manner.
- Other duties as assigned.

ADDITIONAL NOTES

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. **Duties, responsibilities, and activities may change at any time with or without notice.***

COMPETENCIES

- Strong interpersonal skills coupled with the ability to build and maintain effective and collaborative working relationships with diverse populations
- Excellent written, verbal and organizational skills
- Attention to detail
- Strong computer skills, including Excel, Word (particularly mail merge), Outlook, and database entry, management and manipulation
- Familiarity with fundraising software preferred
- Strong work ethic and high degree of self-motivation
- Ability to manage multiple projects and respond rapidly and flexibly to changing priorities

EDUCATION/EXPERIENCE/REQUIREMENTS

- Associates Degree and three (3) to five (5) years of relevant experience, or a combination of relevant education and experience.
- Must provide proof of full COVID 19 vaccination status or request medical or religious exemption.
- Act 33/34 and FBI clearances required.
- Valid PA driver's license

PHYSICAL REQUIREMENTS

The physical demands are representative of those that must be met by the Executive Assistant and Communications Associate to successfully perform the essential functions of this job, including the ability to lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REVIEWED BY	President & CEO, Vice-President of Programs & Services, Consultant	DATE	02/23/2024
APPROVED BY		DATE	
LAST UPDATED BY	Human Resources (pb)	DATE/TIME	02/27/2024, 9:156 am

URBAN LEAGUE OF GREATER PITTSBURGH IS AN EQUAL OPPORTUNITY EMPLOYER