POSITION/TITLE	Program Assistant	CLASS	Nonexempt
GROUP	Programs and Services	DEPARTMENT	Programs and Services
REPORTS TO	Vice President of Programs & Services	DIRECT REPORTS	0
SALARY RANGE	$42,000 to $50,000	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

POSITION SUMMARY/OBJECTIVE

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

ESSENTIAL FUNCTIONS

Office Management for VPPS

- All clerical functions and special projects
- Prepares appointment schedules, external and internal correspondence, typing, travel arrangements and monthly expense reconciliations and other associated tasks
- Prepares the All-Agency Report on a monthly and quarterly basis
- Schedules program committee and other VPPS assigned board committee meetings on an annual and per meeting basis
- 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
- Monitor contracts and prepare reports of such for all Urban League programs
- Maintains complete files of all grant submissions and current and past contracts

Board of Directors Support

- Attends and assists the President & CEO's Chief Administrator with Board of Directors' meetings
- Attends Board committee meetings and prepares minutes for distribution

Clerical Team Collaboration

- 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
- Coordinates, with designated staff, the purchase of all necessary supply items for the All-Agency Staff Meetings, workshops, and in-service training
- Schedules, in coordination with the President & CEO's Chief Administrator, bi-monthly All-Agency Staff Meetings
- Assists in gathering agency data in response to external requests for approved information, including surveys, reports, evaluations, and the National Urban League Affiliate Assessment

Other Essential Duties

- All 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

- Proficient with technology on a variety of platforms

EDUCATION/EXPERIENCE/REQUIREMENTS

- Associate's degree in business administration or bachelor's degree preferred
- 3- 5 years of administrative experience preferably in the nonprofit arena
- Experience working with collaborative partners
- Must provide proof of full COVID 19 vaccination status or Medical or Religious exemption
- Act 33/34 and FBI clearances required

PHYSICAL REQUIREMENTS

The physical demands are representative of those that must be met by the Program Assistant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REVIEWED BY		DATE	
APPROVED BY		DATE	
LAST UPDATED BY	Human Resources (pb)	DATE/TIME	02/08/2024, 2:50 pm

URBAN LEAGUE OF GREATER PITTSBURGH IS AN EQUAL OPPORTUNITY EMPLOYER