

## **URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**

**DEPARTMENT: Economic Development**

**POSITION: Program Assistant**

### **POSITION SUMMARY**

The Program Assistant is responsible for providing programmatic support, using clerical practices and standards, as well as implementing administrative systems and procedures for the whole Economic Development department. This includes coordinating and preparing grant and project reports, correspondence and other documents; filing; receiving phone calls and greeting visitors; scheduling and attending meetings; understanding Department projects and the staff project portfolio; and being part of the Economic Development Department and its affiliate entities. The candidate must enjoy collaborating with others, have a strong sense of community and the desire to make Pittsburgh a better place.

### **ESSENTIAL FUNCTIONS**

- Provide programmatic and clerical support to the Economic Development department and its affiliate entities.
- Coordinate and prepare letters, memos, reports, correspondence, and other documentary materials.
- Schedule meetings, coordinate refreshments, prepare materials/copies, and record detailed minutes in a timely, accurate manner.
- Record information and compile status reports for grant and other financial programs.
- Maintain records and scan documents and other materials according to an established electronic and hard copy classification system.
- Receive and monitor payment requests for expedient processing.
- Operate office equipment such as copiers, personal computers, fax, etc.
- Open, sort, scan, and send departmental mail for Supervisor and notify of important information.
- Substitute for other clerical front desk staff in their absence, as needed.
- Prepare, maintain and process a variety of records and central files as directed by Supervisors.
- Provide direction and support to other clerical staff.
- Contract administration including invoicing and budget management.
- Perform such other duties as may be required.

### **QUALIFICATIONS**

- Must have a High School Diploma with four (4) years' experience working in the office front desk; An Associate Degree in Business Administration preferred with two (2) years' experience
- Microsoft Outlook/Excel/Word/DropBox experience; Salesforce experience is a plus
- Excellent team player
- Excellent verbal and written skills
- Customer service skills required
- **City residency is a condition of employment.**

**SALARY: \$35,000-\$37,000**

**The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.**

**AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.**

Please email resume, a writing sample and letter of interest to:

Columbus C. Brooks, GCDF  
Director of Human Resources  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219  
Phone: 412-255-6655; Fax: 412-255-6617  
Email: [cbrooks@ura.org](mailto:cbrooks@ura.org)