

**Pittsburgh Green Innovators, Inc.
Project Coordinator**

Job Description

Objective

To ensure a visible and effective leadership presence for Green Innovators in Pittsburgh/Southwest PA area by building connections with regional government, business, education, professional, and social service communities. The incumbent will help grow a vibrant green economy and community by collaboratively leveraging regional strengths through innovation, education, workforce development, and cultivation of sustainable business opportunities. The position can ultimately grow into that of an Executive Director.

Qualifications

This full-time salaried position requires a minimum of a Bachelors Degree with demonstrated work experience or a minimum of 15 years experience in lieu of a degree. This position reports directly to the Green Innovators Executive Committee then through to the Board of Directors. The incumbent will be tasked to develop organizational capacity, develop strategic revenue generation activities in cooperation with the Board, and design programming activities for this new organization. The incumbent will have a passion for, and a commitment to, the broad field of sustainability. This position has one year of secured funding with an excellent possibility of continuation.

Salary

Salary range will be \$45,000 to \$65,000; benefits negotiable.

Responsibilities

- Program management and development in cooperation with the Board.
- Proposal writing as well as creative revenue and resource generation to continue development of the organization.
- Develop budgets in cooperation with the Board.
- Support organizational structure (e.g. maintain website, coordinate committee meetings, take and distribute board and committee minutes, ensure meeting notices are distributed, etc.).
- Ensure community engagement with all sectors of the community including minority, women, and other groups.
- Act as spokesperson for the organization in media, networking and connecting project working relationships.

- Coordinate and cooperate with Pittsburgh Gateways, Inc. related to the Connelley building project and any programmatic initiatives that may be appropriate.
- Management of programs as they become funded and developed. Define programs and begin implementation using best management practices.
- Serve as a connector between the needs and interests of community organizations and the resources of the Green Innovators.
- Seek out opportunities for Pittsburgh-based organizations to engage with Green Innovators through faculty research and technology transfer activities.
- Arrange meetings with key organizations to discuss strategic partnership opportunities.
- Develop relationships with major national/international organizations headquartered in the Greater Pittsburgh area, encouraging partnerships with activities and utilization of the Green Innovators facilities.
- Arrange for Green Innovators to participate in community leadership organizations and events.
- Provide support to the Board of Directors through board management activities.

We expect and encourage applications from all segments of our community in recognition of our commitment to the broadest definition of diversity.

APPLICATIONS MUST BE RECEIVED ELECTRONICALLY NO LATER THAN APRIL 20, 2010.

**Please address correspondence - and send to:
Green Innovators Personnel Committee
greeninnovators@psu.edu**