

Project Coordinator

CONNECT - Congress of Neighboring Communities

Position Description

Incumbent will assist the Associate Director with administrative and project coordination aspects of CONNECT, the Congress of Neighboring Communities, a multi-year, grant-funded project that seeks to coordinate the collective activities of the City of Pittsburgh and the municipalities that share its border to advocate for the collective interests of its 680,000 residents; develop efficient, collaborative ways that municipalities can deliver important public services; and maintain a forum for collective efforts to maximize economic development activities in Western Pennsylvania. To learn more about CONNECT, please review our website <http://connectpittsburgh.wordpress.com/> This position is housed at the Innovation Clinic at the Graduate School of Public and International Affairs at the University of Pittsburgh.

The Project Coordinator will assist with the coordination of the many activities of CONNECT, specifically the planning of the Congress and various administrative and research tasks. Specific duties include, but are not limited to:

- planning and coordinating the logistics the CONNECT Congress (a yearly event occurring in June);
- compile research on intermunicipal issues in Allegheny County;
- assist in the planning and attend meetings of the CONNECT committees;
- assist in the creation of marketing and promotional tools; and
- provide administrative support to the Associate Director in programmatic aspects of CONNECT.

Education Requirement

Baccalaureate degree required

Qualifications

Interest in regional governance, politics and public affairs is preferred. Event planning and implementation experience strongly preferred. Excellent organizational, oral and written communication skills as well as analytical and problem-solving skills required. Incumbent must be very detail-oriented and have strong customer focus; strong PC and web-based technology skills required; must have ability to: work creatively and independently, as well as part of a team and be able to deal with stressful situations with composure; interact positively with campus community and external customers; prioritize work, handle multiple tasks simultaneously and maintain clear, accurate and detailed records. Incumbent must be able to interact with all members of the Congress and project a positive image and neat appearance at events.

This is a part-time position working approximately 25 hours per week. For a complete list of generous benefits available to part-time employees, please visit www.hr.pit.edu/benefits

Scheduled Work Hours

Work Schedule to vary. Since this is a part time position, working approximately 25 hours/week, a specific schedule will be determined upon hire. Could possibly work less than 5 days a week.

**To apply for this position, please to go <https://www.pittsource.com/>
Position # 0127530**