



**Position Title:** Office and Membership Manager

**Position Reports to:** Director of Operations

**Employment Status:** Part-time

**FLSA Status:** Non-exempt

**About Grow Pittsburgh:**

Grow Pittsburgh is an urban agriculture non-profit. Our mission is to teach people how to grow food and promote the benefits gardening brings to our neighborhoods. We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

**Summary of Position:**

This position supports the operations activities at Grow Pittsburgh and manages the annual membership program for the organization. The focus is not only on carrying out day-to-day operations and administrative tasks, but also documenting processes, processing annual memberships in Salesforce and growing the annual membership program.

**Responsibilities:**

**General Admin:**

- Greet office visitors, sign and distribute deliveries and answer office door/phone
- Track, purchase and organize all office supplies
- Troubleshoot issues and communicate with vendors when problems arise
- Formalize and record all processes for management and staff in documents accessible by the appropriate staff
- Prepare mailings and invitations for bulk mailing
- Attend staff meetings and document meeting
- Enter contact information and data for organization into Salesforce
- Assist Director of Operations in any operations based responsibilities

**Financial:**

- Collect mail daily; document income, and other important items in the Grow Pittsburgh Mail Log, file payables for Bookkeeper
- Prepare deposits, including checks from the mail, cash from events, and any other forms of payment; file copies of all deposited items and deposit ticket for Bookkeeper
- File designated copies for grant and contract documents for Bookkeeper and Director of Operations

**Human Resources:**

- Create and track time sheets (Google Spreadsheets) for hourly employees; send reminders when hours are due

- Create and track mileage sheets for all employees, apprentices and interns; send reminders when forms are due

**Technology:**

- Support Director of Operations in acquisition and maintenance of computer hardware
- Research and recommend technology-based solutions as needed

**Annual Membership:**

- Process all new and renewing members in Salesforce database: write and update member acknowledgement letters, maintain accurate member recognition, expedite timely member benefits
- Develop monthly and annual membership reports in Salesforce
- Research and develop program that will benefit members and grow membership
- Expedite timely and accurate member benefit fulfillment and correspondence
- Prepare mailings, invitations and email correspondence to members and supporters
- Assist in planning and executing special member-based events

**Qualifications & Skills:**

- Strong organizational and time-management skills for prioritizing a wide range of activities that include day to day as well as long-term projects and events
- Strong writing skills for correspondence and documenting procedure
- High level of competence with MS Office products, especially excel; high level of competence with Google Apps
- Experience using Salesforce or similar CRM preferred
- Flexibility to be able to adapt to ever-changing needs of the position
- Strong, but friendly interpersonal skills for communicating effectively with management, staff, vendors etc.
- Must be able to work Monday-Friday during office hours with some weekend or evening work when necessary
- Access to a reliable vehicle
- Physical needs of the job: sitting, standing and lifting

**Hours, Schedule and Rate:**

- Hours: 22 hours a week during office hours
- Schedule: Mondays, Tuesdays, Thursdays and Fridays: 10:00am-2:00pm  
Wednesdays: 11:00am-5:00pm
- Rate: Commensurate with experience

**Equal Opportunity Employer:**

Grow Pittsburgh is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief. We encourage a diversity of candidates to apply for the position.

**To Apply:**

Qualified candidates should submit their resume and cover letter electronically to Kate Hickey at [kate@growpittsburgh.org](mailto:kate@growpittsburgh.org) (please note position title in your subject line) or by mail to Grow Pittsburgh, 6587 Hamilton Avenue #2W, Pittsburgh, PA 15206. The deadline to apply is December 4, 2014.