



**Position Title:** Operations & Communications Coordinator

**Position Reports to:** Director of Operations

**Employment Status:** Full-time, 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 gardens 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:**

The Operations and Communications Coordinator supports the office and a staff of 22 at Grow Pittsburgh's Larimer office. The focus is on carrying out daily operations and administrative tasks and working with the Director of Operations to ensure that the organization functions in an efficient manner. This person will also work alongside the Development Manager to effectively promote Grow Pittsburgh's brand with funders, the general public, and programming partners. This position executes marketing and communications tasks and works with the Development Manager to carry out the communications and fundraising initiatives.

Grow Pittsburgh is looking for a self-starter who is passionate about food and social justice. This position requires strong interpersonal and writing skills, the ability to prioritize tasks and good judgment.

**Responsibilities**

**Office Coordination:**

- Greet office visitors and distribute deliveries
- Collect and sort mail daily, document income
- Maintain merchandise inventory system, place orders and mail as needed
- Prepare deposits, file copies and related documents
- Purchase and organize all office supplies; make recommendations on office needs

**Operations:**

- Respond to "info@growpittsburgh" emails and direct inquiries to the appropriate staff
- Support Director of Operations on projects that increase organizational efficiency and recommend changes to policies/procedures as needed
- Enter contact information and relevant data into Salesforce
- Utilize Salesforce to prepare mailings and invitations

- Interact with building owner and organizational vendors as needed; troubleshoot issues as they arise
- Assist Director of Operations with other operations-based needs as they arise
- Support staff by coordinating semi-annual trainings to assist with operating procedures
- Attend outreach and special events as needed
- Assist in prep and planning of special events and manage all day of communications for organization wide events
- Keep outreach and tabling materials stocked and organized

### **Communications and Marketing:**

- Works with the Development Manager to execute organization communication and fundraising strategy;
- Collaborate with the DM to make a communications plan that supports the 2018-2021 strategic plan
- Coordinate and prepare bi-monthly newsletter, e-blasts, and blog posts
- Manage Mailchimp segments, create systems to keep information current
- Create and monitor social media content using Hootsuite; make a social calendar to share with DM and program directors
- Effectively communicate plans and expectations with staff by maintaining an org-wide communications calendar and using the GP Promotion Guidelines; schedule trainings for staff as necessary
- Make timely and relevant updates to wordpress website
- Prepare press releases as needed
- Promote program and partner events

### **General:**

- Attend weekly departmental meetings and biweekly Grow Pittsburgh staff meetings
- Manage time well to ensure that all required tasks are completed within allotted hours
- Willingness to work independently and also cooperate as part of a team
- Positive attitude; engaging personality
- Confidence communicating clearly to people of all backgrounds in groups, one-on-one, over the phone and via email
- Valid PA driver's license is required
- Must pass federal child abuse clearances
- Must be able to work weekday office hours with some weekend or evening work when necessary
- Access to a reliable vehicle
- Physical needs of the job: sitting, standing and lifting

### **Qualifications & Skills:**

- Minimum 3 years experience in Operations, Administration, Communications or Marketing and/or equivalent degree
- Strong organizational and time-management skills for prioritizing a wide range of activities that include day-to-day as well as long-term projects
- Strong written and verbal communication skills
- High competency with Mailchimp, Wordpress, MS Office products (Excel & Word) and Google Apps
- Experience using Salesforce or similar CRM preferred

- Basic graphic design experience a plus

**Salary/Benefits:**

The salary for this position is commensurate with experience. The position comes with: a benefits package including health, vision and dental coverage; mileage reimbursement; professional development budget; paid birthday and paid time off; and partial cell phone bill reimbursement.

**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 a resume, cover letter, and writing sample electronically to [jobs@growpittsburgh.org](mailto:jobs@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 April 22, 2018.**