



Position Title: Operations & Communications Coordinator

Position Reports to: Director of Operations

Employment Status: Full-time, exempt

Start Date: Monday, February 20, 2017

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 staff at Grow Pittsburgh. The focus is on carrying out day-to-day operations and administrative tasks and working with the Director of Operations to ensure that the organization functions in an efficient manner. This position executes Grow Pittsburgh's marketing and communications tasks and works with the Development Manager to carry out the communications plan.

Responsibilities

Office Coordination:

- Greet office visitors and distribute deliveries
- Collect and sort mail daily and document income
- Maintain merchandise inventory, place orders and mail as needed
- Prepare deposits, file copies and related documents for Bookkeeper
- Purchase and organize all office supplies; make recommendations on office needs
- Troubleshoot issues and communicate with vendors when problems arise

Operations:

- Respond to "info@growpittsburgh" emails and direct inquiries to the appropriate staff
- Enter contact information and relevant data into Salesforce
- Utilize Salesforce to prepare mailings and invitations
- Assist Director of Operations with operations-based needs as they arise

Communications:

- Works with Development Manager to execute communications plan

- Coordinate and prepare monthly newsletter
- Manage Mailchimp lists and create systems to keep information current
- Create and monitor social media content; assist Development Manager in creating a social calendar for staff
- Make timely and relevant updates to website
- Prepare press releases as needed

Outreach and Events:

- Attend outreach and special events as needed
- Assist in prep and planning of special events and manage all communications
- Keep outreach materials stocked and organized

Qualifications & Skills:

- Minimum 2 years experience in Operations, Administration, or Communications/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 writing and verbal communication skills
- Mailchimp and Wordpress experience, or similar platforms, preferred
- High level of competency with MS Office products (Excel & Word) and Google Apps
- Experience using Salesforce or similar CRM preferred
- Experience with InDesign or other design experience a plus
- 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

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 vacation day 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 their resume and cover letter electronically to Rebekah Jenkins at rebekah@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 January 16, 2017.**