



## Talent Engagement and Community Relations Coordinator Full Time Position

**Background:** Attracting and retaining a vibrant workforce is one thing; making them feel at home is another. Vibrant Pittsburgh is committed to creating a welcoming environment and making connections that allow a diversity of talent to stay and flourish in our region. After years of research, outreach, data analysis, and conversations with regional leaders, Vibrant Pittsburgh was established to lead the next Pittsburgh renaissance - a people renaissance. Working collaboratively with private and public sector organization members, Vibrant Pittsburgh's goal is to help strengthen the region's economic future by helping our members grow and retain a diverse workforce.

**Mission:** Vibrant Pittsburgh accelerates the business community toward equitable, inclusive, and diverse workplaces, creating a future-forward region.

**Role Overview:** The Talent Engagement and Community Relations Coordinator plays an integral role in attracting, retaining, and engaging Vibrant Pittsburgh member organizations as well as supporting Vibrant Pittsburgh efforts in engaging our region's talent community. Working closely with the Senior Director of Membership Development and Engagement, the Talent Engagement and Community Relations Coordinator will support Vibrant Pittsburgh's member retention strategy as well as initiate community engagement to support our member organizations. This includes the planning, execution, support, coordination, and data gathering for member events that engage current and prospective member talent. The ideal candidate for this position is a self-starting, motivated, and innovative professional that excels at customer relations. The Talent Engagement and Community Relations Coordinator reports to the Senior Director of Membership Development and Engagement.

### Responsibilities and Duties:

#### Membership Engagement


- Coordinate all aspects of the Vibrant Pittsburgh organizational membership process for assigned member organizations; maintain regular member outreach to determine member needs and respond to inquiries
- Initiate meetings to onboard new members
- Update, track, and maintain data and analytics related to member engagement in Salesforce and via website analytics
- Identify areas of focus for future membership offerings
- Identify potential new member organizations
- Evaluate and report on membership program's short-term and long-term impact
- Support the achievement of organizational objectives beyond membership-specific tasks
- Support planning and facilitation of other Vibrant Pittsburgh offerings as needed

#### Community & Talent Engagement

- Coordination, planning and support of membership, talent engagement, and networking activities and events for diverse professionals, including but not limited to member employee engagement events, community job fairs, etc.
- Management of the Vibrant Pittsburgh job board
- Support promotion of member job opportunities via the Vibrant Pittsburgh website, social media, and newsletter

 213 Smithfield Street, Suite 219, Pittsburgh, PA 15222

 [info@vibrantpittsburgh.org](mailto:info@vibrantpittsburgh.org)

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- Create and track talent metrics as they relate to diverse talent engagement with Vibrant Pittsburgh's programs, services, and events
- Maintain and update the Salesforce CRM as related to engagement events and programs
- Attend and participate in applicable internal and external meetings
- Work in partnership Programs and Services Manager on supporting member events, including, planning, setup and attending events

**Skills & Experience Required:**

- 2+ years' experience in a membership or constituent management position preferred
- Excellent presentation, written, and interpersonal communication skills in a team environment
- Events operation and logistics experience and/or public relations experience
- Experience and ease with event planning and coordination (live and virtual via Zoom)
- Exceptional organizational, time management, critical thinking, and decision-making skills
- Strong command of Microsoft Office products (Word, Excel, Outlook, PowerPoint) is required
- Familiarity and understanding of information technology, including Salesforce, WordPress, and contact management systems such as Constant Contact, Vertical Response strongly preferred
- Comfortable with autonomy and directing own projects
- Ability to prioritize and follow through effectively
- Flexibility to adapt to changing demands and priorities
- Experience working in organizations with a successful track record in diversity and inclusion cultures preferred
- Bilingual ability an asset

**Requirements:**

- A bachelor's degree is desired but in lieu of a formal degree, relevant and equivalent experience will be accepted. Must have the ability to attend evening and weekend events, as necessary.

**Salary Range:** \$32,300-\$43,700; salary will be commensurate with experience. This position is full-time with benefits.

**Competitive Benefits Package:**


- Flexible hybrid schedules with in-person co-work environment as an option
- High-quality medical, dental, and vision insurance
- Employer-matched 401(k) retirement plan
- Paid parental leave
- Employer assisted professional development opportunities
- Transportation reimbursement
- And more!

Apply: Resumes and cover letters will be accepted only via email to [lisindan@vibrantpittsburgh.org](mailto:lisindan@vibrantpittsburgh.org) with the subject line: Talent Engagement and Community Relations Coordinator.

*Vibrant Pittsburgh does not discriminate on the basis of race, ethnicity, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender, gender identity and/or expression, genetics, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all.*

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