

Special Projects Intern
Pittsburgh, PA/Remote
Part-time, Internship
Pay: \$15.00 /hour - up to 15 hrs./week



Organizational Background

Vibrant Pittsburgh envisions a future where Pittsburgh employers offer inclusive workplaces that foster prosperity and belonging, making them a top choice for people of all backgrounds. Vibrant Pittsburgh accelerates the business community toward equitable, inclusive, and diverse workplaces, creating a future-forward region.

Position Description

Vibrant Pittsburgh is seeking a part time, remote work Special Projects Intern. As a Special Projects Intern, you will gain skills while working in a highly dynamic and collaborative environment. The Special Project Intern will be involved in the development and implementation of the Explore Vibrant Pittsburgh platform, which will include researching cultural amenities and assets in the greater Pittsburgh region, outreach to selected organizations in the region for inclusion in the Explore Vibrant Pittsburgh platform, and implementation of changes to the Explore Vibrant Pittsburgh platform data. Those looking to gain valuable project coordination experience with an established organization are encouraged to apply. The Special Projects Intern will be supervised by the Senior Director of Programs and Services.

Responsibilities:

- Research regional amenities and assets for inclusion in the Explore Vibrant Pittsburgh platform
- Perform targeted outreach via email and phone to identified regional amenities
- Coordinate with Explore Vibrant Pittsburgh platform administrator Bandwango to add organizations to the platform

Qualifications Required:

- Must have your own computer or laptop
- Positive attitude and ability to work well with others and as a member of a team
- Superior problem-solving skills and attention to detail
- Exceptional organizational and planning skills
- Strong ability to work independently and multitask in a fast-paced environment
- Command of Microsoft Office products (Word, Excel, Outlook, Teams, PowerPoint)
- Excellent written and verbal communication skills in a team environment
- A commitment to the values of diversity, equity, and inclusion required
- Previous related work experience in a professional setting is a plus


Hours and Location: This paid internship requires a minimum of 25 hours per month and can be done remotely. The role will begin in May/June 2023 and end in August 2023.

To Apply: Please send a cover letter and resume to Derrick Shoffner, Sr. Director of Programs and Services, at derrick@vibrantpittsburgh.org.

Vibrant Pittsburgh provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender, gender identity and/or expression, genetics, or any other status protected by the laws or regulations in the locations where we operate. In addition to federal law requirements, Vibrant Pittsburgh complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

 213 Smithfield Street, Suite 219, Pittsburgh, PA 15222

 info@vibrantpittsburgh.org

 (412) 281-6800

 vibrantpittsburgh.org