



## **Executive & Team Support Coordinator**

### **Hourly 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 Executive & Team Support Coordinator provides critical administrative and operational support to Vibrant Pittsburgh’s leadership, membership, programming, and communications teams while also managing scheduling for the President & CEO. This role requires a detail-oriented, organized, and self-motivated individual who is comfortable managing multiple tasks and priorities. The position is primarily remote but will involve weekly office visits for tasks such as processing mail and organizing documents. The Executive & Team Support Coordinator must handle sensitive and confidential information with the utmost professionalism. This position reports to the Chief Operating Officer.

### **Responsibilities and Duties:**

#### **Executive & Leadership Support:**

- Manage the calendar and scheduling for the President & CEO, coordinating internal and external meetings with key stakeholders.
- Prepare meeting agendas, materials, and take minutes as needed for CEO-related meetings.
- Screen and prioritize communication for the President & CEO.
- Support travel planning and coordination, including booking transportation and accommodations.
- Serve as a liaison to the Board of Directors, preparing meeting materials and maintaining communication as needed.

#### **Team Support (Leadership, Membership, Programs & Services, and Communications & External Relations):**

- Provide administrative support to the Membership, Programming, and Communications & External Relations teams, including maintaining and updating member records, tracking program participation, and coordinating events, media engagements, and communications initiatives.
- Assist with the preparation of reports, presentations, newsletters, and other program- and communication-related documents.
- Coordinate meetings, webinars, events, and media interviews for the teams, managing invitations, RSVPs, and post-event follow-up.
- Manage databases, including data entry and reporting (Salesforce, Zoho, and Excel).

#### **Office Administration:**

- Sort and distribute office mail, file documents, and assist with office organization when on-site.
- Process invoices, track expenses, and coordinate with the bookkeeper for payments and reimbursements.
- Maintain office supply inventory and coordinate with vendors for office-related needs.
- Support HR-related tasks such as onboarding of new staff and contractors and coordinating benefits enrollment.
- Serve as the primary contact for the organization’s annual audit process.

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**General Support:**

- Assist with special projects and events as assigned.
- Perform other duties as assigned to support the organization's mission and operations.

**Skills Required:**

- Strong organizational and time management skills, with the ability to prioritize multiple tasks and deadlines.
- Exhibits strong collaboration and support skills, maintaining focus on assigned responsibilities and operating within the scope of their role.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and scheduling tools (Microsoft Teams, Zoom).
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Experience coordinating meetings and events, both in-person and virtual.
- Effectively works both independently and collaboratively with a small team, adapting to diverse work styles and approaches.
- Familiarity with database systems (such as Salesforce) and project management systems (such as Zoho) is a plus.

**Experience:**

- At least three years of experience in administrative roles, preferably within a nonprofit organization.
- Experience supporting senior management and/or executive staff is preferred.
- Familiarity with membership organizations, program coordination, or communications is a plus.

**Education:**

- A high school diploma or equivalent is required.
- Post-secondary education and/or relevant certifications in administrative support or related fields are preferred.

**Compensation:** The hourly rate for this position ranges between \$19.07/hour and \$25.43/hour, depending on experience and qualifications. This is a full-time position with a comprehensive benefits package.

**Competitive Benefits Package:**

- Flexible hybrid schedules with an 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, cover letters, and hourly rate requirements will be accepted only via email to [loram@vibrantpittsburgh.org](mailto:loram@vibrantpittsburgh.org) with the subject line "Executive & Team Support Coordinator."

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