

**** JOB POSTING ****

Wilkinsburg Community Development Corporation (WCDC) Administrative Coordinator

Overview

The Administrative Coordinator supports the mission of the WCDC to help improve the image of Wilkinsburg and the Wilkinsburg Business District through effective office administration and program assistance.

The Coordinator is responsible for providing day-to-day support of office systems and development and implementation of new systems to support program improvements and expansions.

The Administrative Coordinator is a full-time position and requires attendance at all WCDC staff meetings, organizational committee meetings and all board meetings. This position reports to the WCDC Executive Director.

Responsibilities

Administration

- Maintain and organize all organizational records and files (including electronic, active and archived)
- Maintain, monitor and coordinate purchasing of office supplies and services
- Oversee equipment maintenance and the professional appearance of the office.
- Develop and maintain databases
- Coordinate assignments related to the Board of Directors, including scheduling of meetings, coordinating the development and distribution of board packets, and drafting and distributing committee and board meeting minutes
- Create, and maintain written office procedures and organizational policies
- Process incoming and outgoing mail.
- Coordinate fundraising tasks such as timely reporting and sending applications to funders
- Coordinate mass mailings

Communications

- Update website
- Gather and document organizational and program accomplishments
- Coordinate the distribution of communications collateral, including press releases
- Act as public and initial point of contact for the office by representing WCDC in phone and interpersonal contacts

Program Support

- Provide program/administrative support for special projects
- Undertake other assignments as needed

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Qualifications

Applicants should possess the following:

- Bachelor Degree or Associates Degree with 2 years relevant experience
- Proficient in Microsoft Office software, Outlook, QuickBooks, and Excel
- Database development and website maintenance a plus
- Excellent organizational and communications skills are required
- Strong customer service skills and the ability to multi-task
- Background in community development a plus

To Apply:

Interested parties please send cover letter, resume, salary requirements and three references to:

Wilkinsburg Community Development Corporation
1001 Wood St.
Wilkinsburg, PA 15221
wcdresumes@wilkinsburgcdc.comcastbiz.net
www.wilkinsburgcdc.org

Applications are due on Friday May 21, 2010

The Wilkinsburg Community Development Corporation is an Equal Opportunity Employer

* * JOB POSTING * *

Wilkinsburg Community Development Corporation (WCDC) Business District Beautification Coordinator

Overview

The Business District Beautification Coordinator supports the mission of the WCDC to help improve the image of Wilkinsburg, by presenting an attractive, clean business district. The Beautification Coordinator is a full-time position responsible for hands-on street clean-up and beautification projects. This position reports to the WCDC Executive Director.

Responsibilities

- Remove litter, trash, dirt, debris, etc. from sidewalks, street gutters, and designated alleys/parking lots.
- Partially empty overflowing litter receptacles.
- Wash and/or wipe trash receptacles, public seating and other infrastructure items as directed.
- Remove graffiti, stickers, handbills, etc. from public infrastructure such as light poles, trash receptacles, and benches. Graffiti removal may involve painting.
- Undertake special projects as needed, such as filling tree pits with mulch, painting public infrastructure items, and cleaning alleyways.
- Remove weeds from tree grates, storm sewer drains, around parking meters, and other similar areas in the public right of way.
- Remove snow and ice from curb cut areas and other locations, as directed.
- Other cleaning and maintenance tasks, as directed.

Program Support

- Attend Business District Safety and Green Clean and Safe committee meetings
- Report business owner or customer/pedestrian concerns to Executive Director

Qualifications

- Must be able to walk several miles each day, bend and lift up to 50 lbs.
- Strong customer service and people skills
- Resident of Wilkinsburg

To Apply:

Please send letter of interest with contact information to:

Wilkinsburg Community Development Corporation
1001 Wood St.
Wilkinsburg, PA 15221
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