

Employment Opportunities

DISTRICT 6 - PITTSBURGH, PA

VOLUME II, EDITION XXII

PITTSBURGH, PA

CITY OF
PITTSBURGH
DISTRICT 6

OFFICE OF
COUNCILMAN
R. DANIEL
LAVELLE

414 GRANT
STREET
PITTSBURGH
PA
15219

DISTRICT 6

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Greetings,

Thank you for keeping up with our monthly employment newsletter. I hope you find this to be a valuable tool in your search for a job. A healthy community is an employed community. As Councilman to the 6th District of the City of Pittsburgh, I will continue to inform my constituency of new opportunities.



- R. Daniel Lavelle

- City Employment Listings -

- **Contract & Grant Administrator**
Performs contract management work for a variety of Personnel Civil Service Commission projects, as well as assisting with Requests for Proposal (RFP) preparation and distributions. *(To apply, please see page 2)*
- **Senior Community Center Director**
Oversees respective Senior Community Center facility and operations including safety and health violations, daily maintenance and City/County code requirements. *(To apply, please see page 2, City website on page 2)*
- **Database Administrator**
Evaluates complex software packages for all hardware platforms using established CIS standards to meet user needs. Must ensure database applications are correct. *(To apply, please see page 2)*

- City Employment Listings -



- **Chief - Bureau of Building Inspection**
The Chief of BBI must supervise authorized personnel related to the interpretation and enforcement of BOCA Codes, Zoning Ordinances and Land

Ordinances related to the Bureau of Building Inspection. *(To apply, please see page 2)*

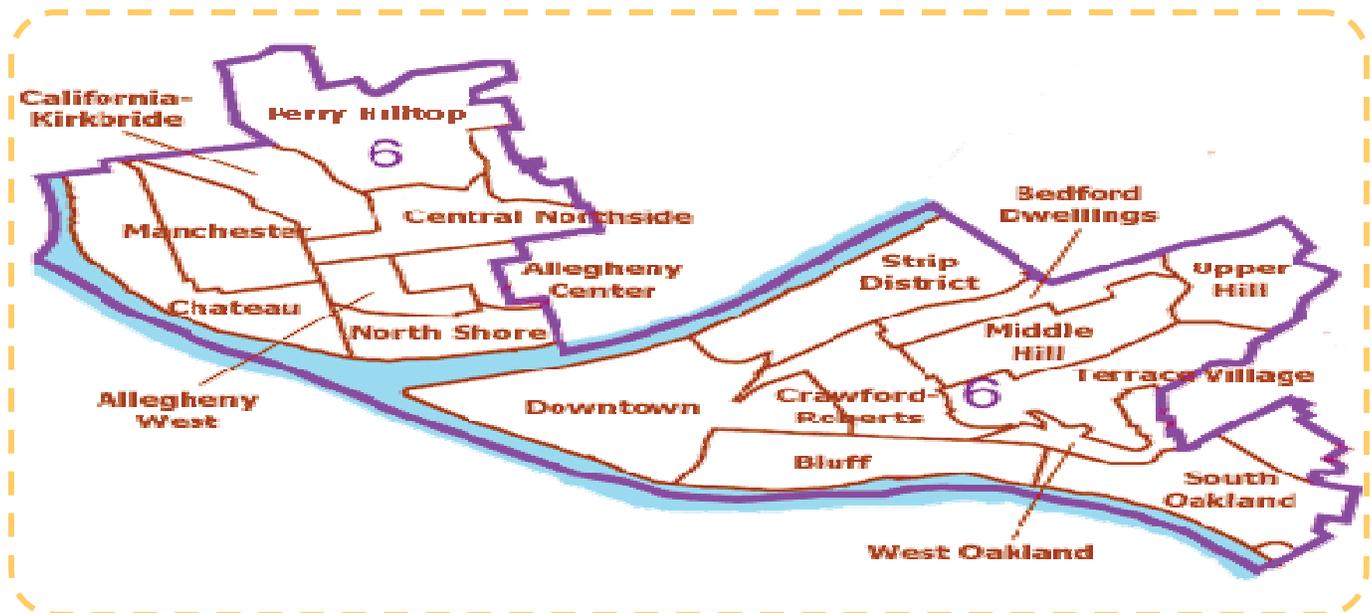
- **Client Application Developer I (Oracle Programmer)**
Writes, tests, and debugs complex programs on PC, PC/Server and/or workstation platforms. Candidate must have considerable knowledge of computer programming methods and languages used on

PC, PC/Server, workstation or other platforms. *(To apply, please see page 2)*

- **Part-Time School Crossing Guard**
Assists children and other members of the general public to cross streets at intersections. Directs traffic to allow emergency vehicles to proceed through intersections; helps control movement of traffic. *(To apply, please see page 2)*

*“The only way of finding the limits of possible is by going beyond them into the impossible”
- Arthur C. Clarke*

- **For more information on city employment opportunities, please call the City of Pittsburgh at 412.255.2388 or visit our employment website at: <http://www.city.pittsburgh.pa.us/employmentcenter>**



- Found Employment Opportunities -



- **Employment Outreach Associate - Eastside Neighborhood Employment Center**

This position is responsible for providing support for the ENEC to implement the employment component of Pittsburgh CONNECTS lab. Working primarily in the ENEC employment lab, the associate will assist clients with computer use and employment resources. This position requires assisting clients with resume building, online job search; as well as securing new employment opportunities by networking with local businesses. To apply for this great position at ENEC, please send a cover letter and resume to Rlanag@aol.com.

- **Case Manager**

The Pittsburgh Aids Task Force is seeking a Case Manager for client service and housing program initiatives with HIV+ clients. Must have personal automobile and insurance, as well as Act 33 and 34 clearances. To apply, send resume to Cydney Daniel at 5913 Penn Avenue, Pittsburgh, PA 15206 or at cdaniel@paff.org.

- **Field Outreach Staff**

Working America / AFL-CIO is hiring full time staff, must have great communication skills. To apply, please call 412.471.0285 for more info.

LOCAL RESOURCES

Please see the below links for information on new jobs and careers!

- <http://www.pgh-job-index.com>
- <http://careers.pghtech.org>
- <http://workpittsburgh.com>
- <http://deweykaye.com/jobswatch>
- <http://youthlinkpittsburgh.com>
- <http://www.indeed.com>
- <http://www.pittsburghjobs.com>

- **'Pro Se' Law Clerk**

Will prepare typed written draft opinions, research case law. Must be a law school graduate and a member of the bar of a state, territorial or federal court of general jurisdiction. Please submit original and two copies of a cover letter, resume and salary history to Personnel Supervisor, Pro Se Law Clerk, P.O. Box 1805, Pittsburgh, PA 15230. (U.S. District Court for the Western District of Pennsylvania, Pittsburgh Division)

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Thank you for your attention in reviewing our 'D6' Employment Newsletter for November. We are always looking for ways to better serve our diverse constituents in District 6. If you know of available job openings, please contact Harry Johnson at 412.255.2134.

- **Payment Plan Coordinator (Point Park University)**
Under direction of the Director of Student Accounts, this position requires responsibility for the coordination and management of internal student payment plan and corporate reimbursement programs. Serve as backup to the Assistant Director - process loans, negotiate extended payment plans, and prepare/execute Student Account Appeals. Please send your resume to HRoffice@pointpark.edu for more info.
- **Site Coordinators and Assistant Site Coordinators - Community LEARNS (Neighborhood Learning Alliance)**
Assist program director in overall planning, coordination, and delivery of Community LEARNS Program through the leadership of Neighborhood Learning Alliance. Responsible for recruiting, building, and maintaining relationships with all participants and families. To apply, please send a cover letter and a resume to Steve MacIsaac, Executive Director, at macisaac2@neighborhoodlearning.org.
- **Director of Governmental Relations (Duquesne University)**
Duquesne University seeks to fill an open Director of Governmental Relations position, which is required to manage the University lobbying firm in addition to direct outreach to elected and appointed officials on behalf of Duquesne University. This position is based in Pittsburgh, but required frequent travel in Pittsburgh, Harrisburg, and Washington D.C. To apply, please send your resume to hr.office@duq.edu more information.
- **Assistant Director of Technology (Duquesne University)**
Duquesne University seeks a dynamic and motivated Assistant Director of Technology for the School of Leadership and Professional Advancement (SLPA.) Must be responsible for assisting in online course development and technical support of rich media content, and web servers. Please send your resume to hr.office@duq.edu for more information.