



**OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE**

**Proudly Serving:**

Allegheny West  
California-Kirkbride  
Central Business District  
Central Northside  
Hill District  
Manchester  
Mexican War Streets  
North Shore  
Parts of Oakland  
Perry Hilltop  
Strip District  
Uptown

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[www.city.pittsburgh.pa.us/District6](http://www.city.pittsburgh.pa.us/District6)  
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## **CITY OPPORTUNITIES**

- **Historic Preservation Intern** - Assists the Pittsburgh Historic Review Commission (HRC) with daily tasks, including evaluating, reviewing, and writing Certificates of Appropriateness. Attends meetings and site visits with HRC, along with responding to information requests made by the general public. To apply, please contact the City Jobline at 412-255-2388.
- **Capital Budget Manager** - Manages and administers the city-wide Capital Improvement Plan (CIP) by preparing the annual capital projects budget. Develops written city-wide procedures outlining the steps for CIP process. Works closely with City Finance Director and City management on the yearly financial tracking and allocation of eligible funding sources for capital projects. To apply, please contact the City Jobline at 412-255-2388.
- **Fiscal Audit Manager** - This position within the Office of the City Controller is responsible for monitoring and ensuring audits are being performed in accordance with generally accepted auditing standards. Oversee the writing, editing, preparation, and distribution of audit reports; advises supervisors on requests of audits. To apply, please contact the City Jobline at 412-255-2388.
- **Commission Representative 1** - Participates in community programs in regard to the Commission on Human Relations activities as assigned. Investigates complaints of discrimination pursuant to the City's Human Relations Ordinance, regulations and policies. Serves as liaison for Commission on Human Relations with community organizations. To apply, please contact the City Jobline at 412-255-2388.
- **Refuse Driver** - This position is only open to current City of Pittsburgh residents. Drives a solid waste truck and collects refuse, and empties containers on designated City routes. Replaces refuse containers, as well as carrying, and lifting solid waste (weighing up to 75-100 lbs). To apply, please contact the City Jobline at 412-255-2388.
- **Tree Pruner** - Performs tree care maintenance such as pruning, mulching, and fertilizing. Must be able to operate manual and motorized equipment at ground level and at heights up to 70 feet. To apply, please contact the City Jobline at 412-255-2388.



## **INSTITUTIONAL OPPORTUNITIES**

- **Assistant Director, Human Resources (Point Park University)** - This position assists in the management of the Human Resources function for the university. Specific areas of responsibility include employee benefits programs management, disability and leave of absence management, training and development programs, employee relations and supervision of the student employment programs. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Captain, Public Safety (Point Park University)** - Assists the Chief of Police in the development of police officers, police operations, and ongoing coordination of the environmental, health, and safety compliance programs for Point Park University. The individual provides professional knowledge and expertise in organizing and directing programs/processes designed to improve overall safety and reduce risk within the organization. The incumbent shall monitor and advise University Administration on compliance with respect to Federal, State and Local regulations pertaining to Environmental, Health and Safety aspects. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Server Analyst (Point Park University)** - Analyze and resolve technical problems for established networks and servers. Serve as technical specialist during server or network problems or emergencies, as well as installation and configuration of network servers. Must be able to work as a team member with other technical staff, to ensure connectivity and compatibility between systems. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Director of Alumni Relations (Point Park University)** - The Director of Alumni Relations is responsible for planning and implementing programs and projects that strategically engage alumni for the benefit of the University. This position will work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership; will also serve as the ex officio Director of the Point Park University Alumni Association. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Administrative Assistant, Career Services (Duquesne University)** - This position involves the performance of high-level and complex office duties, managing the daily operations of a busy career services department including the front office customer service area, the Career Resource Library, online job postings, and department finances. Requires considerable contact with a variety of customers including students, alumni, employers, and faculty. To apply, please send your resume to [careers@duq.edu](mailto:careers@duq.edu).
- **Event Coordinator (Duquesne University)** - This position has significant responsibilities for planning and implementing job and internship fairs and other career-related events for students. This position assists with outreach to employers to increase participation in recruiting events at Duquesne. The position requires a high-level of interaction with staff, students, and employers. To apply, please send your resume to [careers@duq.edu](mailto:careers@duq.edu).
- **Director of the Carlow Fund & Individual Giving (Carlow University)** - The Director of The Carlow Fund and Individual Giving is responsible for strategizing, developing and implementing an effective and sustainable comprehensive annual giving program, securing unrestricted and restricted gifts. To apply, please send your resume to [HR4@carlow.edu](mailto:HR4@carlow.edu).



## FOUND EMPLOYMENT OPPORTUNITIES

- **Correctional Officer, Allegheny County** - Allegheny County is accepting applications from May 9, 2012 through May 25, 2012, for a part-time Correctional Officer examination. For application requirements and to begin application process, please visit [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs) or complete an application at the Allegheny County Human Resources office at 102 County Office Building, 542 Forbes Avenue, Pittsburgh, PA 15219.
- **Project Manager 1, Allegheny County** - Allegheny County is accepting applications for the Project Manager 1 position, this position is in cooperation with the Penn State Cooperative Extension. For application requirements and to begin application process, please visit [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs) or complete an application at the Allegheny County Human Resources office at 102 County Office Building, 542 Forbes Avenue, Pittsburgh, PA 15219.
- **Health Services Assistant, Allegheny County** - Allegheny County is accepting applications for the Health Services Assistant position in the Shuman Juvenile Detention Center. For application requirements and to begin application process, please visit [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs) or complete an application at the Allegheny County Human Resources office at 102 County Office Building, 542 Forbes Avenue, Pittsburgh, PA 15219.
- **Seasonal Summer Laborers, Wilkesburg Department of Public Works** - The Borough of Wilkesburg is accepting applications for the position of temporary seasonal laborer. Applications will be accepted through May 18, 2012 until 4:00 pm. Apply in between 8:00 am - 4:00 pm, Wilkesburg Municipal Building, 605 Ross Avenue, Wilkesburg, 15221.

## EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Careers Job Fair | Tuesday, July 10, 2012 from 10:00 am - 2:00 pm**; This career fair will be held at Clarion Hotel & Conference Center, located at 401 Holiday Drive, Pittsburgh, PA 15220.
- **Medical Careers Job Fair | Wednesday, September 12, 2012 from 5:00 pm - 9:00 pm**; This career fair will be held at the Holiday Inn University Center, located at 100 Lytton Avenue, Pittsburgh, PA 15213.
- **Pittsburgh 'JobStart' Resource & Employment Fair | Saturday, October 13, 2012 from 10:00 am - 4:00 pm**; This resource and employment fair will be held at Point Park University's Student Activities Center, located at 330 Blvd. of Allies, Pittsburgh, PA 15219.
- **Hill District First Source Center** | Available for free career placement services, computer literacy courses and free internet services for Greater Hill District residents. Located at 1901 Centre Avenue, Pittsburgh PA 15219 in the Hill District.
- **Garfield Jubilee Association** | GJA is a Christian-based, non-profit, community development organization formed to develop programs and activities, which benefit and stabilize the welfare of low-to-moderate income families and the community in general. Located at 2138 Penn Avenue, Pittsburgh, PA 15224 in the Garfield neighborhood.
- **NorthShore Community Alliance** | The NorthShore Community Alliance (NCA) partners with various community organizations, individuals, families and other organizations to help individuals overcome poverty, discrimination and isolation. Located at 1439 North Franklin Street, Pittsburgh, PA 15233.



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## LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Summer Youth Employment Applications** are now available and can be picked up and accepted between May 4, 2012 - May 15, 2012 from 10am - 6pm at the YouthLink Center (Eastside Neighborhood Employment Center), located at 5321 Penn Avenue, Pittsburgh, 15224. Applications can also be acquired on-line at [www.pittsburghpartnership.org](http://www.pittsburghpartnership.org).
- **Oakland Planning & Development Corp. - JobLinks** is a community-based, job readiness, healthcare employment and CPR certification and training center. JobLinks was founded in 1989, when the OPDC board recognized that the economic development taking place in and around Oakland was an opportunity for workforce solutions. Contact JobLinks at 412-621-3821.

### **State Representative Wheatley & Councilman Lavelle Presents: The Pittsburgh 'JobStart' Resource/Employment Fair**

The bedrock of a sustainable community is an economically stable constituency. Jobs play a key role in this equation, and Councilman Lavelle has been keen to find and promote employment opportunities for the residents in District 6. An upcoming initiative led by the Office of Councilman R. Daniel Lavelle is the Pittsburgh 'JobStart' Resource Fair, to be held in partnership with the Office of State Representative Jake Wheatley, Jr. and Urban Innovation21.

The event will be a community driven resource and employment fair specifically designed for low-moderate income neighborhoods within State Representative District 19 and City Council District 6. This event will focus on working with strategic resource agencies and employers to help address the lack of sustainable employment for our constituencies.

Often times, job and resource fairs do not lead to instant employment opportunities, focusing instead on initial contacts with little to no follow-up by the prospective employer. The goal of 'JobStart' is to produce a full service resource and employment fair that produces results on the spot. Councilman Lavelle envisions this day as an opportunity for individuals to get hired on the spot and learn more about educational and social service opportunities that can lead to personal economic advancement.

**Please be on the lookout for upcoming information about our Pittsburgh 'JobStart' Resource Fair to take place on October 13, 2012 at the Point Park University Student Center Gymnasium, located at 330 Boulevard of the Allies.** The event will feature various social service providers, employers, and community stakeholders. Our office will also send out a community survey this summer to fine tune the fair in order to meet its target audience's core needs. Please contact Harry Johnson at 412-255-2134 for more information on the event and the community survey!