

## **URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**

### **DEPARTMENT: CENTER FOR INNOVATION & ENTREPRENEURSHIP (CIE) POSITION: PROJECT ASSISTANT**

#### **POSITION SUMMARY**

The Project Assistant position is responsible for supporting various innovation and entrepreneurship activities and projects at the Urban Redevelopment Authority of Pittsburgh (URA). The Project Assistant will work in the Center for Innovation and Entrepreneurship (CIE) under the URA's Manager of Innovation and Entrepreneurship to implement business projects, communications and plan and execute the URA's small business support projects, as well as the marketing of citywide business support offerings.

#### **EXAMPLES OF REPRESENTATIVE DUTIES**

- Assist with the development and execution of entrepreneurial initiatives that support the mission and focus of CIE
- Support the execution and measurement of business projects under the *Roadmap for Inclusive Innovation*, a joint project between the URA and the City of Pittsburgh (the "City")
- Cultivate and maintain cooperative relationships with various stakeholders and partner organizations within the local economic development and entrepreneurial ecosystems
- Support the development and maintenance of relationships with businesses looking to expand or relocate to the City by assisting in the coordination and scheduling of visits
- Assist with CIE event planning, development and execution
- Keep public-facing department materials up-to-date
- Coordinate meetings and roundtables with community partners, stakeholders and entrepreneurs
- Coordinate LaunchPGH.com, the URA's business resource website, including but not limited to updating, reviewing, posting, and verifying content
- Other duties, as assigned

#### **QUALIFICATIONS**

This position, which is at-will and non-union, requires a Bachelor's Degree or an advanced degree in Communications, Public Policy or a related field with one (1) year of demonstrated success coordinating meetings, communications and projects, as well as experience planning and executing events. Other combinations of experience and education that meet the minimum requirements may be substituted. Excellent organizational skills and communication skills, including verbal, written and public speaking, are a requisite. Market analysis experience is desired. Computer proficiency in Microsoft WORD, EXCEL and PUBLISHER is desired; experience with Salesforce and WordPress or similar software a plus.

#### **SALARY**

Range: \$35,000 - \$40,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

**AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.**

Please email resume and letter of interest to:

**Columbus Brooks, Human Resources Manager  
Urban Redevelopment Authority  
200 Ross Street, 12th Floor  
Pittsburgh, PA 15219  
Phone: 412-255-6655; Fax: 412-225-6617  
Email: [cbrooks@ura.org](mailto:cbrooks@ura.org)**