Position Description

Title: Administrative & Program Coordinator
Department: 310 Training/100 Admin

Classification: Full-time
Hours: M-F, 8am to 4:30pm with occasional evening and weekends to assist with events

Status: Non-Exempt
Reports to: Operations Director

We seek to transform the regional food system into a platform for economic opportunity for marginalized populations.

Community Kitchen Pittsburgh believes in the transformative power of food as a therapeutic and vocational tool for people experiencing barriers to employment or job advancement, and we seek a team with a clear commitment to creating pathways to employment in the hospitality sector. Most importantly, we want people who understand that our charitable aims and our trainees are at the heart of everything we do and that all our activity is in pursuit of creating real change in the lives of people experiencing unemployment or seeking better employment situations. We seek applicants with a high level of professional integrity and the ability to work independently, problem solve and “own” projects—the kind of people who thrive on knowing the answers or knowing how to find them.

Summary

This is a highly visible staff member who will often be the voice and face of the agency in dealing with the public, our students, and our stakeholders. This team member will staff the front desk and manage and execute day-to-day administrative, executive, and critical program support. We view this position as the glue that binds each department together.

Examples & details of tasks & responsibilities

Administrative

- Staff the reception area and main office phone and respond to needs and requests that arise over the phone, via email, and in person, such giving out applications, mailing/emailing program information as requested, setting up tours, scheduling meetings.
- Copying and filing—know where everything is!
- Receive/open mail, log and distribute to appropriate person or take action as required
- Maintain master file of all administrative and operational forms and create needed items
- Oversee office volunteers and workstudy individuals (assigning projects, checking for accuracy, filling out required paperwork for their respective agencies)
- Post office drop/bank runs/office supply ordering and pick up
- Collect and organize invoices, ensure proper coding, and log as received for review/action
- Support audit work through pulling records etc., as needed.
- Schedule interviews for new employees
- Maintain up-to-date employee records (paper and electronic), maintain new employee paperwork packets and arrange for obtaining necessary assets (uniforms, keys, fobs, parking, etc.)
- Distribute paychecks
- Maintain PTO and CKP events calendars
- Order office and student supplies and maintain that line-item budget
Program

- Data collection and entry into spreadsheets and databases to capture our outcomes and activities. Flag missing data to appropriate staff.
- Help set up graduations, open houses, meetings.
- Maintain student binders
- Pick up student bus passes/gift cards and manage paperwork and distribution
- Maintain student and graduate facebook page
- Take photos (as in smartphone pics that can be sent to our marketing team)
- Interview students and grads to capture their stories
- Jump into other projects as they arise!

Other requirements:

- Valid driver’s license and reliable personal vehicle: work-related errands will be a part of the job.
- Must be able to navigate stairs
- Great communication skills both written and verbal
- Patience and professionalism even if faced with something less than that by a participant or member of the public
- Well organized, flexible and enjoy the challenges of supporting an office of diverse people
- Follow all company policies and procedures; ensure uniform/dress code and personal appearance are clean and professional; protect the privacy and security of clients and coworkers; support workplace diversity and customer service initiatives.
- Develop and maintain positive working relationships with others; understand that all CKP staff are always required to present as professional role models to program clients; support team to reach common goals

To apply, please send resume and cover letter to info@ckpgh.org with “Admin/Program Coor” in the subject line.

We are an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, gender identity, sexual orientation, disability, or veteran status.

Community Kitchen Pittsburgh is in the Hazelwood neighborhood at 107 Flowers Ave, Pittsburgh PA 15207.