

**SPORTS & EXHIBITION AUTHORITY
OF PITTSBURGH AND ALLEGHENY COUNTY**

JOB TITLE: Program Coordinator

REPORTING STRUCTURE: The Program Coordinator is responsible for assisting the Executive Director, Project Executive, Facilities Director, Director of Economic Development, In House Attorney, and other staff with respect to program and project coordination and administration and other project-related tasks as assigned. The Program Coordinator reports directly to the Project Executive.

SUMMARY: Main areas of responsibilities include but are not limited to:

- Prepare RFPs, RFQs, Independent Consulting Agreements, contracts and change orders, documentation, and license agreements assuring compliance with applicable laws and Authority policies. Manage all aspects of commission funding program including provide primary program administration and technical support for the Board and applicant. Assist on special projects with various entities, including real estate development, identify and support funding requests. Assist with writing and producing presentations and reports. Coordinate the implementation and promotion of sustainable and green practices within the Authority, with Authority facilities, partner organizations and field experts. Assist with SEA Art Committee and Design Review Committee as required.

QUALIFICATIONS: This position requires a Bachelor's degree (Masters preferred) and 5 years full time work experience in the areas of project management, grant management, document administration and/or community development. Candidate must possess a mature ability to interact with Board Members, community leaders, business leaders, coworkers, stakeholders and elected officials. The candidate must exhibit excellence in oral and written communications, must be organized. A high level of accuracy and attention to detail is required. Candidate must demonstrate ability to manage multiple tasks, meet deadlines and timeframes and be flexible with different types of assignments. Technical skills must include advanced computer skills and knowledge of standard software applications such as Microsoft Office, and Creative Suite (Photoshop, Illustrator, InDesign and Acrobat). The candidate must have a strong work ethic and be willing to accept any assignment from the Executive staff. Strong business ethics required. A current, valid Class C Pennsylvania Motor Vehicle Operator's License at the time of filing application or prior to appointment, which must be maintained throughout employment.

MUST BE A RESIDENT OF ALLEGHENY COUNTY

Cover letter including salary history, resume, college transcripts and writing samples to be directed to rcasciato@pgh-sea.com or send via first class mail to Sports & Exhibition Authority, 171 Tenth Street, 2nd Floor, Pittsburgh, PA 15222.