

Hilltop Alliance

Events & Communications Coordinator

Background: Since our formation in 2007 and full operation in 2009, the Hilltop Alliance has worked collaboratively to preserve and create community assets across South Pittsburgh's Hilltop. The Alliance now serves: Allentown, Arlington, Arlington Heights, Beltzhoover, Carrick, Knoxville, Mt. Oliver Borough, Mt. Oliver City, Mt. Washington, South Side Slopes, and St. Clair. The Hilltop Alliance concentrates its community development efforts in four primary program areas: property stabilization and home repair assistance; property recycling and redevelopment; neighborhood business district revitalization; and, food security.

Position Summary: Do you enjoy getting to know folks, planning and running events, and have the skills to tell a story about helping people, places, and spaces? If so, we hope you will apply! The Events & Program Coordinator touches all of our program areas, and as such, is a very important position at Hilltop Alliance. It plans and coordinates all business district (Allentown, Mt. Oliver and Knoxville) marketing, social media, promotional campaigns, external communications, and various special events. There are varied organizational communications responsibilities including managing and writing content for websites, social media, newsletters, annual and grant reports, and press releases. Lastly, the Coordinator is the organizational point person for planning and holding our annual Hilltop Summit.

Responsibilities:

- Plan and manage (on-site) special events including logistics and communications (events may occur on evenings and weekends)
- Assist with small business outreach for events, manage vendor sign-up for events, and create small business spotlight stories
- Facilitate all Hilltop Alliance external communications vehicles including: website, newsletter, annual report and social media accounts (Facebook, X, Instagram, etc.)
 - Manage Allentown Pittsburgh and Mount Oliver Borough accounts content
- Update and effectuate the social media content calendar
- Draft press releases and maintain up-to-date media contact list
- Track and file media stories about the organization and business districts
- Draft written sections for funding applications and reporting, as needed
- Respond to and direct external requests for information about the Hilltop Alliance from the public, media, and other organizations
- Any other communications work to accomplish the mission of the organization, as needed
- Plan and manage the Annual Hilltop Summit

Qualifications:

Education & Skills

- Four years of relevant experience and/or education
- Ability to efficiently read and write complex, technical information
- Analytical skills, including the ability to collect information and data, identify themes and gaps, and formulate a compelling narrative

- Able to manage work flow and prioritize conflicting activities while providing support to other professional staff and partners
- Highly proficient with G Suite and Microsoft Office (Word, Excel, & Access). Experience with project management software (Asana) is a plus
- Basic graphic design skills (Adobe Creative Suite and/or Canva.com)
- Ability to work independently
- Ability to lift/carry up to 40 pounds
- Ability to work evenings and weekends, as needed
- Excellent writing experience, including press releases and newsletters
- Experience managing and updating websites (Square Space) and email database (MailChimp)
- Experience managing social media platforms and other digital marketing/communications tools (Facebook, X, Instagram, LinkedIn, Eventbrite)
- Understanding and support of nonprofit community development and/or small business development

Personal Characteristics

- People person, outgoing and social, with networking ability and willingness to talk with anyone
- Detail-oriented and exceptionally well organized
- Positive attitude
- Team player who is hands-on
- Excited watching others succeed in business and entrepreneurship
- Inclusive in gathering community input and feedback
- Respect for entrepreneurship and hustle needed for small business ownership success
- Ability to learn quickly in a small office environment

Reporting Relationships:

- This position reports to and is evaluated by the Director of Economic Development primarily (in consultation with the Executive Director), secondarily by the Executive Director, and works collegially with all Hilltop Alliance staff.

With the subject title “Events & Communication Coordinator position”, please email a resume and cover letter to meg@pghhilltopalliance.org with copy to bill@pghhilltopalliance.org. All applications are due by July 17, 2024. Initial phone screenings will be completed on a rolling basis, so you are encouraged to apply as early as possible.

Salary range is \$40,000 – \$45,000, DOQ/E. Benefits include health, vision, dental, short-term, and long-term disability insurances, simple IRA plan with up to 3% employer match, and paid time off and holidays.

Hilltop Alliance is an Equal Opportunity Employer including providing reasonable accommodations.