



Position Title:	Administrative Coordinator
Pay and hours:	\$14/hour, 35 hours per week
Benefits:	Paid time off, paid holidays, staff discount, and paid professional development opportunities
Position Reports to:	Executive Director

About Pittsburgh Center for Creative Reuse

The mission of Pittsburgh Center for Creative Reuse is to inspire creativity, conservation, and community engagement through reuse. We operate a non-traditional art supply shop located at the intersection of Wilkinsburg, Homewood, and Point Breeze, where people can donate used art and craft supplies, as well as shop for these unique items all in the same location. We also facilitate hands-on creative programming that educates the public about the benefits of reuse for the environment, community, and self. We see reuse as a vehicle for boosting self-confidence, learning new skills, and creating opportunity for all.

Position Summary

Creative Reuse is a constantly evolving and growing 501c3, and it takes a lot of love and fervorous administration to keep it going. Reporting to the Executive Director, the Administrative Coordinator is responsible for behind-the-scenes administration, ensuring that Creative Reuse is fulfilling its mission and functioning according to policies and procedures. The Administrative Coordinator works closely with the Creative Reuse leadership team, shop staff, volunteers, and interns.

Duties and Responsibilities

- Oversee data management and physical filing
- Act as admin for Google accounts and apps
- Process mail and multiple email accounts
- Generate invoices, handle payments, prepare weekly deposit, and regularly audit Quickbooks
- Ensure consistent formatting, organizational procedures, and data gathering
- Troubleshoot technology (e.g. software, hardware, printer, wifi, Dropbox, Google)
- Upkeep usability and accuracy of spreadsheets and databases
- Manage ReCreative Partners Program
- Manage internship program and supervise nonprofit administration interns/volunteers
- Assemble email/mail campaigns to donors
- Conduct minor research on organizational topics
- Contribute to organizational leadership
- Collaborate on identifying and applying to grant opportunities
- Represent Creative Reuse at community events
- Work for increased inclusion, accessibility, equity, and engagement with our community
- Assist with fundraising efforts and event planning
- Assist with maintenance tasks to keep our facility clean

Knowledge, Skills, and Qualifications

- At least 3 years of professional experience in administration or nonprofit operations
- Bachelor's degree or equivalent required
- Passion for our mission of inspiring creativity, conservation, and community engagement through reuse
- Strong organizational skills and attention to detail
- Impeccable writing, editing, and verbal communication skills
- Ability to work independently and with others
- Professional manner, excellent people and networking skills, and proven ability in relationship-building
- Passion for effectively working with people of diverse races, ages, ethnicities, cultures, sexual and gender identities, and abilities
- Proficiency in Microsoft Office, Google Suite, and Dropbox
- Some knowledge of - or willingness to learn - Salesforce, Quickbooks, and Wordpress
- Able to prioritize and manage multiple projects simultaneously
- Able to meet deadlines and follow through on tasks
- Flexibility and patience with changing priorities
- Respect for confidentiality of information
- Able to anticipate administrative needs and take initiative
- Willingness to pitch in on both complex and menial tasks as needed
- Commitment to respectful communication, collaboration, inclusion, and consensus-building
- Comfortable in a non-private workspace
- Experience with social media such as Facebook, Twitter, YouTube, Instagram, and Pinterest
- Comfort using design software or willingness to learn
- Valid driver's license and good driving record preferred

To Apply

Creative Reuse is for everyone. We are deeply committed to equity and inclusion. It's important to us that our volunteers, board, and staff reflect the diversity of our community. Pittsburgh Center for Creative Reuse is an equal opportunity employer and encourages all qualified persons of any race, color, ethnicity, national origin or ancestry, sex, gender identity, gender expression, sexual orientation, veteran status, marital status, physical characteristics and abilities, economic and social status, religion, and age to apply.

Please email your resume, cover letter, and three references to Evelyn Matsumoto at info@pccr.org. In your cover letter, please let us know if you've interacted with Creative Reuse in the past, why you're interested in this position, and how your skills and passions intersect with our mission and needs.

Tentative timeline

June 10: applications due

June 11-24: interviews

June 25: chosen applicant notified

July 9-23: training period