



Programs and Services Manager

Full Time Position

Vibrant Pittsburgh envisions a future where Pittsburgh employers offer inclusive workplaces that foster prosperity and belonging, making them a top choice for people of all backgrounds. Many share our vision for a prosperous and inclusive Pittsburgh and are pursuing impact through various approaches – focusing on advocacy to drive policy change, conducting and publishing research, and convening public and private regional leadership to develop solutions that enhance the diversity and economic vitality of the region. In conjunction with these efforts from regional partners, Vibrant Pittsburgh plays a unique role in catalyzing a new future for workplace diversity in Pittsburgh by providing resources and partnering with the business community and business leaders to drive measurable progress towards more diverse and inclusive organizations.

Mission: Vibrant Pittsburgh’s mission is to accelerate the business community toward equitable, inclusive, and diverse workplaces, creating a future-forward region.

Role Overview: The Program and Services Manager will facilitate program and event workflow for all aspects of Vibrant Pittsburgh’s annual cycle of member and talent community programming and events, including planning, support and coordination, and related database management. This position is a primarily remote, hybrid role that will require an initiative-taking go-getter who is diligent, dependable, organized and possesses multitasking skills. This full-time position requires occasional night and weekend hours for program and event management.

The Program and Services Manager reports to the Senior Director of Programs and Services.

Responsibilities and Duties:

- Management and execution of talent engagement and networking activities (virtual and in-person) for diverse professionals, including the Executive Dine Around Series and quarterly Council Convenings (Allegheny Allies, D&I Forum, Employee Resource Group (ERG) Council, and Next Generation Council).
- Administration of Vibrant Pittsburgh’s philanthropic effort, the Mini Grants.
- Support of programmatic and data related aspects of Vibrant Pittsburgh’s data initiative, the Vibrant Index.
- Coordination and implementation of Vibrant Pittsburgh’s annual event, the CEO Vision Breakfast.
- Support of training and development programming, including Lunch and Learns, the Resilience Through Equity Series, and private trainings for Vibrant Pittsburgh member organizations.
- Assist in the promotion of programs, engagements, trainings, and events.
- Maintain and update Salesforce CRM and Constant Contact as related to programs and services; track metrics as they relate to member program engagement.
- Develop and document processes for Vibrant Pittsburgh programmatic offerings to better support organizational workflow.
- Proactively identify opportunities for process improvement and reduction of execution complexity
- Attend and participate in Vibrant Pittsburgh programming and events.



Skills Required:

- Exceptional organizational and planning skills with strong attention to detail
- Strong ability to work independently and multitask in a fast-paced environment
- Command of Microsoft Office products (Word, Excel, Outlook, Teams, PowerPoint)
- Experience and ease with event planning and coordination (live and virtual via Zoom)
- Excellent written and verbal communication skills in a team environment
- Working knowledge of Social Media outlets including Facebook, Instagram, LinkedIn, Twitter, and WordPress
- Familiarity with Salesforce CRM and Constant Contact a plus
- Bilingual ability an asset

Experience:

Candidates with previous experience in event planning and programmatic administration in nonprofit environments will be considered favorably.

Education:

A high school diploma is required; two or more years of post-secondary education and/or certificate programs preferred.

Compensation:

Starting salary: \$47,600-\$64,400; salary will be commensurate with experience. This position is full-time with benefits.

Competitive Benefits Package:

- Flexible hybrid schedules with in-person co-work environment as an option
- High-quality medical, dental, and vision insurance
- Employer-matched 401(k) retirement plan
- Paid parental leave
- Employer assisted professional development opportunities
- Transportation reimbursement
- And more!

Apply: Resumes and cover letters will be accepted only via email to lisindan@vibrantpittsburgh.org with the subject line: Program and Services Manager.

Vibrant Pittsburgh does not discriminate on the basis of race, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, genetics, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all.