



Office Manager
World Affairs Council of Pittsburgh

The Organization:

Established in 1931, the World Affairs Council of Pittsburgh is an independent, non-profit, non-partisan organization dedicated to promoting a deeper understanding of key global issues throughout Western Pennsylvania in order to increase the region's global competence so that it can better compete, collaborate, and make informed decisions in the 21st century global environment.

Position Summary:

The principal responsibilities of the Office Manager include providing administrative support for the Council's day-to-day operations, including event coordination. Duties include serving as the first point of contact with the public, assisting with logistical arrangements for events, preparing event materials, assisting with marketing and publicity efforts, tracking fundraising targets, coordinating communications with Board members, maintaining and ordering office supplies, coordinating mailings, and assisting with database development and maintenance. This is a full-time position.

The Office Manager is a highly organized, detail-oriented, energetic, efficient, productive, and conscientious self-starter who works well autonomously and as part of a small team. She/He should have excellent written and verbal communication skills as well as outstanding organizational skills; strong computer skills; ability to work on multiple projects simultaneously with high attention to detail; ability to problem-solve and evaluate best course of action; positive attitude; strong work ethic; and ability to relate well with diverse populations. A demonstrated interest in international issues is preferred.

Key Responsibilities:

- Serve as the Council's first point of contact, ensuring appropriate hospitality and positive, efficient attention.
- Ensure that the office is equipped to run smoothly in its day-to-day operations by maintaining and ordering office supplies, maintaining office equipment, and assisting with IT support.
- Support the President and Vice President by fielding telephone calls, coordinating meetings, and arranging travel as required.
- Support the program teams with event logistics, such as handling venue and catering arrangements, processing registrations, coordinating speaker logistics, creating flyers and brochures, and assisting with outreach and publicity.
- Support the development team by tracking fundraising goals, coordinating mailings, sending acknowledgments, assisting with the monthly newsletter, and updating the database.
- Support the finance team by processing payments and receipts, and maintaining financial records.
- Manage the Council's internship program by evaluating needs, coordinating placements, and creating schedules.
- Provide logistical support for the Council's weekly radio show.

- Coordinate communications with Board members, including the scheduling of meetings, and preparation of minutes, agendas, and other supporting documents.

Qualifications:

- Bachelor's Degree; International Studies or related field, preferred
- Experience working in an office environment preferred
- Excellent writing and interpersonal communication skills, both verbal and written
- Experience with CRM platforms (Salesforce knowledge preferred); knowledge of Microsoft Office Suite and Adobe Acrobat
- Ability to multi-task, set priorities, and work well under pressure
- High degree of initiative and ability to carry out tasks with minor supervision
- High attention to detail
- Ability to work independently and within a team, and with a positive attitude
- Ability to work effectively with a diverse community of people and organizations
- Ability to identify with the World Affairs Council's mission and vision

TO APPLY: Submit letter of interest and resume to jobs@worldpittsburgh.org with the subject line [Office Manager].

Applications will be accepted and interviews will be conducted on an ongoing basis until the position is filled.

The World Affairs Council of Pittsburgh is an Equal Opportunity Employer