



## JOB POSTING

Job Title: **Coordinator – Investor/Corporate Relations (Part-Time)**  
Position Reports To: Administrative Manager

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**The Allegheny Conference on Community Development** is one of the nation’s leading economic and community development organizations. The Conference brings together public and private sector leaders around a shared regional agenda designed to improve the economic future and quality of life of the 10-county Pittsburgh region. Collectively, the Conference and its affiliates – the Greater Pittsburgh Chamber of Commerce, the Pennsylvania Economy League of Greater Pittsburgh and the Pittsburgh Regional Alliance – work as one to drive research and analysis, advocacy and marketing efforts that enhance the region’s competitiveness and attract business investment and talented individuals to the region.

### OBJECTIVE

This position provides administrative support to the Investor and Corporate Relations team under the direction of the Investor Relations Manager. This is a part-time position working 24-30 hours per week.

### PRIMARY RESPONSIBILITIES

- Provides administrative support including incoming and outgoing communications for the Investor Relations and Corporate Relations team. Organizes and coordinates files and updates/maintains records in the CRM.
- Supports Chief Corporate Relations Officer including calendar maintenance, and preparing expense reports, purchase orders, and check requests while adhering to organization-required processes.
- Supports Senior Director, Investor Development with prospective & new members of the Allegheny Conference Regional Investors Council, including arranging calls and meetings, preparing materials for meetings, and input in the CRM.
- Works with external parties to organize and orchestrate onsite/offsite and domestic/international meetings of various types from small staff meetings to complex meetings, familiarization tours, etc. This includes planning and staging of logistics.
- Supports Director, Investor Relations with the engagement of members of the Allegheny Conference Regional Investors Council, including arranging calls and meetings and providing administrative support to organize such events as Chairman’s Roundtables, Executive Welcome and CEO Roundtables, including coordination of invitations, RSVPs and day of event execution.
- Support Director, Investor Relations with coordination of organizational-wide meetings and events. This includes tracking responses; preparing materials and developing mailing lists. Assists as needed with quarterly member meetings and the organization’s Annual Meeting.
- Supports the production of “Our Region’s Business” by scheduling guests and assisting with the weekly production as required.
- Contributes to the efficiency of the organization by performing other duties and participating in special projects as assigned.

### SKILLS & EXPERIENCE

**Education:** Associates degree, business school or relevant experience.

**Knowledge:** Proficient in Microsoft Outlook, MS Word, Excel and Power Point, business writing, proofreading and general office procedures.

**Experience:** A minimum of two years related experience.

- Skills:**
- Strong interpersonal skills; ability to work with wide range of individuals
  - Proficient in MS Office Suite
  - Experience with Customer Relationship Management (CRM) Systems
  - Demonstrate initiative, professionalism and service focus.
  - Ability to perform administrative duties with speed, attention to detail and accuracy.
  - Strong written and oral communication skills.
  - Proven ability to work in a team environment.
  - Ability to multi-task, prioritize assignments and meet deadlines.

**Please send resume and salary requirements to  
hrdept@alleghenyconference.org**