



VISION: We envision a Pittsburgh with healthy neighborhoods that are thriving, resilient, and livable for all.

MISSION: Neighborhood Allies works to support the people, organizations and partnerships committed to creating and maintaining healthy neighborhoods.

Position: Fund My Future PGH Community Outreach Assistant

Status: Contract-based position (1099-position)

Reports to: Senior Program Manager of Empowerment and Outreach

Contract Summary:

The Fund My Future PGH Community Outreach Consultant is responsible for assisting the Senior Program Manager of Empowerment and Outreach in collaborating with community partners to enroll families throughout Allegheny County.

Key Responsibilities:

- Set up and table at local community events.
- Support parents/guardians throughout the process of enrolling in Fund My Future PGH (FMF PGH).
- Capture promotional photos and videos of families at various events where FMF PGH is participating.
- Meet enrollment target of 10 per event
- Monitor and maintain inventory supplies for community events.
- Complete End of Day Event Report to assist with evaluation and accountability of the FMF program.
- Make follow-up phone calls, as needed.

Time Commitment & Hourly Rate:

- This contract position offers an hourly rate of \$15-\$18, with the potential to work up to 20 hours per week. Hours will fluctuate based on event needs and support requirements throughout the year, and 20 hours per week is not guaranteed. The consultant must have flexible availability to attend events during daytime, evening, and weekends as necessary.

Minimum Qualifications & Skills:

- High school diploma

429 Fourth Ave Suite 1900, Pittsburgh, PA 15219

p: 412.471.3727 f: 412.471.3746

neighborhoodallies.org  [neighborhoodallies](https://www.facebook.com/neighborhoodallies)  [NHBDalliespgh](https://twitter.com/NHBDalliespgh)

NEIGHBORHOOD ALLIES

- Dynamic, engaging professional with a positive attitude with the ability to work with a sense of urgency in a fast-paced environment.
- Demonstrated tact, diplomacy, cultural competence and flexibility
- Must have a vehicle to travel to various event sites
- Available to work a flexible schedule including some evenings and weekends
- Able to use independent judgment and work effectively under pressure and time constraints
- Must be a team player
- Community engagement and/or customer service experience
- Must be able to lift and carry up to 40 pounds
- Sales experience is a plus

Requirements (Neighborhood Allies will pay for these if necessary):

- Act 34 Criminal Clearance
- Act 114 FBI Clearance
- Act 33 PA Child Abuse Clearance

TO APPLY:

Please send a cover letter (explaining your current work, your interest in part-time contract-based work, and any additional experience or skills that prepare you for this contract) and a current resume, via email or mail, to:

Subject Line: ATTN: Fund My Future PGH Community Outreach Consultant

Neighborhood Allies
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Pittsburgh, PA 15219
info@neighborhoodallies.org

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