



Program Coordinator

About Riverlife:

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts. A nonprofit leader in building the community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$150 million investment in the city's waterfront transformation, catalyzing \$4.2 billion in related economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. Riverlife centers its work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design. Learn more at RiverlifePGH.org.

Job Description:

The Program Coordinator is a key member of the Communications Department, and instrumental to the continued implementation of Riverlife's vision of riverfronts that belong to everyone. They will develop, facilitate, and oversee Riverlife-led riverfront activation programming, assist in communications and promotion of these initiatives, partner on programming and events led by Riverlife's Projects & Development teams, and support partner-led riverfront programs. This is a full-time, exempt position reporting to the Director of Communications.

Key Responsibilities:

- Develop Riverlife-led activation programs, including annual events, festivals, pop up events, health and wellness programs, public art initiatives, and more to advance Riverlife's mission. Work with key staff and outside constituents to brainstorm and implement new riverfront programming experiences.
- Plan the annual programming calendar, including current Riverlife programs, exploring programming opportunities with key partners and across riverfront locations, and integrating efforts with current and former capital projects.
- Implement Riverlife-led programs and oversee all programming logistics including systems and relationships for selecting and managing vendors managing program and event budgets and timelines, coordinating site logistics and providing day of staff support for programming.
 - Utilize these systems to support programming and events led by Riverlife's Projects and Development teams.
- Build and maintain key relationships with programmatic partners for sustained and pop up riverfront programming opportunities.
- Maintain a quality visitor experience highlighting accessibility for all at Riverlife led activations. Advise partners and collaborators on best practices and make connections that would improve the overall experience for visitors to the Loop.
- Work with the Director of Communications and key staff to develop and implement digital communications strategies to elevate awareness of mission-driven activations, including email newsletter and social media strategies.
- Support partner-led riverfront events and public programming, and represent Riverlife at partner-led events.
- Conduct regular program evaluation and reporting.
- Work on site at a new Riverlife on-the-water platform one day a week during the open season (May-October).
- Attend required staff, committee and board meetings; assist with the taking of minutes, preparing of reports, and setting of agendas.
- Assist other staff members with day-to-day office administration.
- Other related duties as assigned.

Education, Experience & Abilities:

- Minimum three (3) years of professional experience with public programs, placemaking initiatives, or special events. Experience with social media and email platforms is a plus.
- Passion for Riverlife's mission and Pittsburgh's riverfronts, trails, and open spaces.
- Demonstrated commitment to equity and inclusion.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Demonstrated creative and entrepreneurial approach to program development.
- Strong project management and organizational skills with a keen attention to detail.
- Ability to exercise sound judgment concerning planning and project challenges and budget decisions.
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency.
- Positive and professional attitude; strong work ethic and resilient spirit.
- Ability to work independently and collaboratively in a small, non-profit environment.
- Flexibility to attend work programs and events on evenings and weekends as needed, and to travel occasionally for work-related meetings, trainings and conferences. Reliable transportation is a plus.
- Proficiency with Microsoft Office, Google Suite, and project management applications.

Salary & Benefits:

This is a full-time, exempt position reporting to the Director of Communications. Riverlife seeks to be an employer of choice, and offers the following salary & benefits:

- \$52,000-\$56,160 annual salary range
- 25 days PTO per year
- 12 paid holidays + office closure between Christmas Eve and New Year's Day
- Medical, dental, and vision insurance for employee and family
- Retirement savings plan with up to 6% employer contribution
- Life / AD&D insurance
- Professional development funds
- Flexible hybrid work environment

How to apply:

Applications accepted on a rolling basis until the position is filled. Interested candidates should send a cover letter and resume through the online application form at:

<https://riverlifepgh.org/program-coordinator>

We ask applicants to complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce. <https://forms.gle/pAvjx5sVSeaVfUgb9>

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.