



201 N. Braddock Avenue • Pittsburgh, PA 15208
Phone: 412 727 6936 • E-Mail: info@landforcepgh.org

Administrative Coordinator

Reports to: Director of Operations

Position Status: Part-Time, Non-Exempt, 20 hours per week flexible schedule

Location: In-person at our office at 201 N. Braddock Ave, #230 Pittsburgh, PA 15208

Pay: \$20 per hour

BENEFITS

- 10 days paid time off (with increases at 2 & 5 years)
- 12 paid company holidays plus the office is closed for a paid Winter Holiday between Christmas Eve and New Year's Day
- Quarterly self care days off
- Retirement plan with 3% match plus incentive up to 4.5%
- Clothing stipend
- Self-care stipend

ABOUT THIS POSITION

[Landforce](#) is seeking a part-time administrator (20 hours/week) who is detail-oriented, organized, and able to help others meet deadlines in a timely manner to support our Director of Operations with regular administrative and office-related tasks. You should be comfortable with technology in general (email, Google Drive, word processing, etc), but we are happy to teach you the specific tools you will be using from within your position. It is crucial that you bring a patient approach, and that you have experience working with the diverse group of people who come through our doors.

ABOUT LANDFORCE

Landforce, an employment social enterprise, combines workforce development and environmental stewardship to restore and maintain land and green space while helping individuals get back to work. By providing professionally skilled crews who can assist in environmental management we are able to construct, maintain and rehabilitate trails, vacant lots, green stormwater infrastructure, and natural habitats. At the same time, we support our Crew Members' passion to become strong employees for Landforce and future employers through training, career coaching, and other supports. This meaningful transitional employment builds skills and confidence for individuals that have historically been excluded



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from the workforce. Our Urban Wood Reuse Program will play the same role for our crew members while also contributing to our region's sustainability.

Over the last eight years we have hired 147 people and contributed 65,156 hours of environmental stewardship to our region. Our crew members have participated in 23,533 hours of training and 2,334 hours of case management. In a typical year, 83% of crew members complete their training with us, 71% of those who successfully enter the work phase complete their tenure with us, and 73% of our finishers go on to other employment within 2 weeks of completing our season. In 2023, 93% of our finishers showed an increase in job readiness during their tenure with us. In our most recent data (2020), 100% of respondents are still working 12 months after leaving Landforce. The average wage for our most recent cohort is \$19.42/hour.

We understand that creating a just and equitable world begins with intentionally establishing an organizational culture that respects people in our fullest diversity. We believe that everyone brings pre-existing skills and experience to the table, that we all can learn from each other, and that if we fully embody these beliefs, we can lead the way to creating a brighter tomorrow for people and the planet.

POSITION DESCRIPTION

OBJECTIVE:

To provide administrative support to the Landforce team so that the office runs smoothly in the following areas: managing day to day office needs, maintaining technological systems, ensuring that we are on schedule with all financial deadlines including timesheets, receipts, and invoices, and keeping our documents and filing system organized.

RESPONSIBILITIES

The essential functions of the job include but are not limited to the following:

1. Ensure all information for programmatic, administrative, and financial needs are processed and filed according to organizational systems and procedures.
2. When present in office, ensure that the phone is answered in a timely, professional and courteous manner.
3. Ensure that the office is kept in an orderly and professional manner and all technology works smoothly.
4. Verify that timesheet hours have been entered appropriately and accurately for staff and crew prior to payroll allocation.
5. Ensure that financial documents including receipts and invoices are submitted to the bookkeeper in a timely manner.



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6. Keep an inventory of office supplies and replace them as they are running low.
7. Follow up with staff to make sure that missing receipts are submitted and incomplete timesheets are corrected.
8. Maintain a shared calendar of all company holidays, birthdays, and other important Landforce dates.
9. Prepare for meetings by ensuring that technology is set up, and that any necessary supplies or food are available.
10. Keep our digital and physical documents in an organized filing system.
11. Maintain an up to date log of deposits, invoicing, and other financial data.
12. Keep an up to date inventory of all office technology and advise on which technology should be replaced as part of the annual budgeting process Adhere to organizational policy, procedures, and the professional code of ethics.
13. Perform other assigned related duties as required for the success of the organization.

EQUAL OPPORTUNITY EMPLOYER

Landforce is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, gender identity, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

QUALIFICATIONS:

2-3 years administrative experience preferred. Skilled with basic computer and office technology operations. Experience with Google Workspace or Microsoft Office Suite. Ability to troubleshoot technological difficulties. Must have strong communication skills and a high level of attention to detail. Ability to anticipate needs and take initiative. Willingness and ability to keep the team accountable to our administrative processes, deadlines and expectations, particularly at times of high stress. Must be willing to work in a diverse environment, and respect people's different experiences, skills and backgrounds including people returning from incarceration, with substance use disorders, or who have mental health diagnoses. .

SPECIAL REQUIREMENTS:

This position may travel to worksites primarily in the City of Pittsburgh, with occasional travel around additional Allegheny County municipalities. The person will also have close contact with a computer screen. Weekend and evening hours may be required to attend board meetings, community forums,



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special events, and to meet specific deadlines. However, Landforce does its best to limit engagements outside of business hours.

The following paragraph is included to demonstrate the level of physical work for team members who occasionally (or usually) work alongside the crew. We encourage all of our staff who are able to spend a few days working alongside our crew members in order to build rapport and understand what their work entails.

We encourage everyone who meets the above qualifications to apply for this position, including those who cannot meet the following physical requirements. Because this position does not require working alongside Crew Members, no candidate will be excluded because of physical limitations.

The employee should be able to: navigate uneven, rough and steep terrain as well as paved and unpaved trails, use hands and arms to handle and manipulate or control objects or tools, and operate foot controls on equipment. The employee is required to stand and occasionally sit, climb, balance, stoop, kneel, crouch, and crawl. This position requires an ability to navigate stairs. The employee may carry items weighing up to 50 pounds. The employee may be exposed to a variety of environmental conditions including extreme cold, extreme heat, and humidity, as well as wet and slippery conditions. While outside, the employee may be exposed to direct sunlight, dust, pollen, insects, and equipment exhaust fumes.

TO APPLY

All interested persons can apply by sending a cover letter and resume to Tricia Dougherty, Director of Operations, at hiring@landforcepgh.org. Please write "Administrative Coordinator" in the email subject line. This position will remain open until filled.