



POSITION DESCRIPTION

Title:	Program Assistant
Status:	Non-exempt
Location:	Warrendale, PA
Reports to:	Vice President of Government Affairs & External Relations and the Director of Human Relations

Summary Job Description:

The Program Assistant will provide administrative support to the Government Affairs and Human Relations departments at PIA. This will include assistance with grass roots advocacy, fundraising, awards programs, special events, and internal & external communications.

Essential Job Responsibilities:

- Work in Warrendale office.
- Provide administrative support for the PrintPAC and Print Powers America fundraising programs.
- Maintain Government Affairs online grassroots & advocacy website in coordination with the PIA Digital Content Manager and a third-party software vendor.
- Manage production of Government Affairs newsletters.
- Coordinate interdepartmental projects on behalf of Government Affairs and HR Departments.
- Assist with special events, such as awards programs, facility tours with elected officials, fundraising events, and the bi-annual legislative summit.
- Work under the direction of the Director of Human Relations to maintain the Women's Print Mentoring Network website and the Human Relations page on the PIA website. This may include creating content and developing member resources.
- Assist with the administrative and logistical details for the annual Best Workplaces In The Americas & Safety Shield awards program.
- Serve as point of contact and support staff for the Government Affairs and Labor Policy Committee.
- Travel as necessary to fulfill responsibilities. Travel expectation is that the successful candidate will make 2-4 work trips each year within the United States.
- Perform other duties as assigned.

Minimum Qualifications:

- B.A. or B.S. degree, preferably in Communications or related field.
- Proficiency in Microsoft Office software programs.
- Knowledge of Wordpress or a willingness to immediately learn this skill.
- Strong written communication skills, creative and curious mindset, a passion for detail and deadlines, and ability to interface professionally with stakeholders at all staffing levels, including C-suite executives.
- Prior experience preferred. Background in professional or volunteer fundraising/development a plus.

How To Apply:

Please send a resume and cover letter highlighting your relevant experience to humanresources@printing.org; or mail to:

Human Resources
Printing industries of America
301 Brush Creek Road
Warrendale, PA 15086