



## Assistant to the Director

Apply by emailing your resume and cover letter to Assemble's Director Nina Barbuto at [Nina@assemblepgh.org](mailto:Nina@assemblepgh.org). Applications are accepted on a rolling basis until the position is filled.

### About Assemble:

Assemble is an open physical space in the Garfield neighborhood in Pittsburgh. We unite artists, technologists, and makers with our neighbors of all demographics. Assemble provides a platform for experiential learning, opening creative processes and building confidence through making. Assemble is a young 501(c)3 organization, founded in 2011, and is mostly volunteer-run. We are located at 4824 Penn Avenue, in the heart of the Penn Avenue Arts District. We provide hands-on making activities with a focus on STEAM Science, Technology, Engineering, Arts, and Math education. For more information, please visit: [www.assemblepgh.org](http://www.assemblepgh.org)

### About the Position:

Assemble is seeking an enthusiastic student to serve as the Assistant to the Director. This internship is an opportunity to work development, communication, and data management projects that will have a true impact on the sustainability of the organization. The Assistant to the Director will report directly to and work closely with the Director of Assemble, Nina Marie Barbuto. The work is to be completed at our space at 4824 Penn Ave. Some off-site meetings and might occur.

### Duties:

Internship duties may include, but are not limited to:

- Assist with data collection and organization
- Assemble mailings to donors
- Assemble materials for marketing events
- Conduct minor research on organizational or STEAM/Maker Education topics
- Attend and contribute to staff meetings and other community meetings

### Skills and Abilities Needed:

- You must have at least 10 - 12 hours per week to devote to Assemble. These will mostly be weekday hours, but some meetings are scheduled in the evenings or on weekends. You will be invited to occasional Board Committee meetings (generally evenings).
- Must be self-directed and able to work with limited supervision, but must also be able to work collaboratively as part of a team.
- Must be able to thrive in a dynamic, growing Start-up organization and possess creative problem-solving skills.
- An interest in and knowledge of local Pittsburgh artists, makers, and technologists is a plus.
- Interest in nonprofit management and communication
- Knowledge Maker Education and STEAM Education
- Excellent written, oral, and interpersonal communication skills
- Proficiency and familiarity with common social media platforms
- Google Docs, Quickbooks, Wordpress, and design software skills a plus
- Willingness to pitch in on both complex and menial tasks as needed
- PA State Clearances to work with children (Act 33/34/FBI)
- Respect the need for confidentiality of information
- Prioritize and manage multiple projects simultaneously and meet deadlines and follow through on tasks

### Non-Discrimination Policy:

Assemble provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Assemble's employees to perform their expected job duties is absolutely not tolerated.