

Special Assistant to the Chief Strategy Officer

Port Authority is seeking a Special Assistant to the CSO to be responsible for the management and implementation of various administrative processes and programs that directly impact the Strategy Department's internal business processes. The position performs duties that encompass a wide variety of Port Authority programs and a range of issues dealing with organizational change, organizational culture, strategic planning, interdepartmental activities, and professional communication. The position reports directly to the Chief Strategy Officer and involves maintaining a high degree of confidentiality, trust, and relationship building

Essential Functions:

- Lead and/or serve on ad hoc coordinating committees as a representative of the CSO. Prepare documentary materials for use and/or approval by the CSO in appearances before community groups, committees, State and local partners, and interagency meetings.
- Participate in and carry out a variety of sensitive assignments that are usually of a complex nature cutting across several departments for Port Authority. You will be required to have foundational knowledge about Port Authority and its interrelationship with the Department of Transportation, State, and local transportation agencies. You will propose and take appropriate action to handle issues and resolve matters independently, or without direct participation from the CSO or other staff members.

Job requirements include:

- BA/BS Degree in Business Administration, public administration or directly related field from an accredited school. Directly related experience may substitute for education on a year-for-year basis.
- Ideal candidate will possess a minimum of three (3) years of paid, unpaid, or volunteer experience leading key organizational activities, managing multiple tasks, and liaising coordinated activities directly for a member of a senior leadership team or executive within a company or business.
- Valid driver's license is required.
- Ability to identify problem areas and evaluate, recommend, and implement solutions to resolve complex organizational challenges.
- Ability to establish cooperative relationships with internal and external stakeholders
- Strong written and verbal communication skills; strong listening skills.
- Strong presentation skills and the ability to communicate to diverse set of stakeholders
- Ability to work well without close supervision and demonstrates initiative.
- Ability to manage multiple tasks.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Missy Ramsey
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EOE