

Marketing & Outreach Ambassador (Internal)

Pittsburgh Regional Transit is seeking a Marketing & Outreach Ambassador to support the Marketing and Community Outreach Department in developing relationships within the organization that can be used to promote PRT's goals and initiatives.

Essential Functions:

- Coordinates with Employee Resource Groups (ERG) to internally promote events and campaigns. Tasks include communicating the group's requests to creative services for the development/production of promotional materials, assisting with the purchase of branded promotional materials, and distributing information on behalf of the ERGs as required.
- Assists other PRT departments in purchasing promotional materials for distribution at events. Tasks include submitting timely requests, researching options and securing/documenting vendor quotes for purchase of all branded items.

Job requirements include:

- High school diploma or GED.
- Minimum of two (2) years of marketing, community outreach, brand ambassador or customer service experience.
- Effective written and professional communication skills.
- Ability to work weekdays, evenings, and weekends at various community events throughout the county.
- Valid PA driver's license.
- Demonstrated ability in the use of Microsoft Word, PowerPoint, Excel
- Enthusiasm, teamwork focused, strong interpersonal and customer service orientated.

Preferred attributes:

- Bilingual (Spanish)
- Previous experience with online registration platforms (ex: Survey Monkey, Monday, etc.)



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

Deborah Slocum
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
DSlocum@RidePRT.org
EOE