

## Marketing & Outreach Ambassador (External)

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

### Essential Functions:

- Assists in developing outreach strategies and event planning for large community events. Tasks include researching new events, organizing logistics with event organizers, determining the most appropriate materials to distribute at each event based on the audience, type of event, etc., and providing marketing/social media support before, during and after events.
- Collaborates with area stakeholders to develop joint marketing/outreach opportunities by participating in community meetings and events throughout Allegheny County to deliver PRT's marketing and brand messages. Responsibilities include evaluating the effectiveness of each event and providing a detailed recap to be used in determining participation in future events.
- Assists in scheduling and maintaining the annual marketing events calendar for the purpose of internal and external promotion

### 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.
- Ability to obtain/maintain child clearances.
- Demonstrated ability in the use of Microsoft Word, PowerPoint, & Excel
- Enthusiasm, teamwork focused, strong interpersonal and customer service orientated.

### Preferred attributes:

- Bilingual (Spanish)



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, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[DSlocum@RidePRT.org](mailto:DSlocum@RidePRT.org)  
EOE