



Autism-Pittsburgh is looking for a Director of Outreach & Marketing:

Jobs Description:

- Complete all assigned tasks as given by President, Jesse A. Torisky, Esquire, and Vice-President, Mary Wildman
- Process incoming calls and emails regarding information and referral; track calls with emails to Jesse Torisky and Mary Wildman.
- Attend and represent Autism-Pittsburgh at a variety of events throughout the year (Azure Family Concerts, PVGP, Open Mic, Blues & Roots Festival, Ducky Race, Cope/ Fazio Golf Outing, Lernerville Speedway)
- Organize and keep track of applications, volunteers, and people attending events.
- Complete online training and forms for Allegheny County for SPEAK ESY Summer program.
- Transcribe meetings and reduce to Word documents.
- Coordinate workers and shift schedules.
- Draft a variety of letters and business requests for donations.
- Create flyers and social media posts.

Looking for but not required:

- Someone related to, or close relationship with, a person on the spectrum
- Associates or bachelor's in business or related field
- Someone with design/web experience

If you are interested, please send your resume and a writing sample to: info@autismpittsburgh.org

S.P.E.AK. Summer Program

- Organize, scan and send out all applications.
- Mail out end of program evaluations.
- Complete online training for Alleghany County.
- Fill out online forms for Alleghany County.

Golf Outing

- Send out letters to businesses asking for donations.
- Find and order celebrity gifts.
- Mail out save the dates, player registration forms, thank you letters.
- Take notes of every meeting leading up to golf outing.
- Make registration sheets for day.
- Help with basket raffle day of.
- Make list of all celebrities attending.

Blues & Roots Festival

- Email all volunteers.
- Send out letters to businesses asking for donations for basket raffle.
- Work autism table.