



The mission of GlobalPittsburgh (founded as Pittsburgh Council for International Visitors in 1959) is to forge cultural, educational, and business relationships between Western Pennsylvania and the global community through citizen diplomacy. We are looking for volunteers to work in our office in Lawrenceville for four to eight hours per week to assist in arranging programming for leaders from around the world. Volunteers who are detail-oriented and enjoy interacting with international visitors and professionals in the Pittsburgh community are invited to contact the GlobalPittsburgh office about serving as an Office Volunteer. Duties may include: assisting in developing and confirming meetings for emerging international leaders participating in the State Department's International Visitor Leadership Program, and other exchange programs; researching topics to develop proposals for potential programming in the Pittsburgh region; assisting with databases and statistics; and assisting in the development and implementation of activities and hospitality for international visitors to the region, among other duties as needed. The ability to use Microsoft Suite is required. Second language and writing skills would be useful. Telephone skills a plus.

Our office has a free parking lot and free street parking spots around and is conveniently located within several bus stops.

To arrange an interview or discuss volunteer opportunities, please contact:

Gail Shrott at 412-392-4513 or email at gshrott@globalpittsburgh.org.

