



Monthly News & Updates

July 7, 2026 | Issue 18

▶ Business Institute Presents



PowerBreakfast Meeting with Steven Knapp, President and CEO for Carnegie Museums

Friday, August 7, 2026
8:30am - 10:00am

Rivers Club
One Oxford Centre, 4th Floor
301 Grant Street
Pittsburgh, PA 15219

Join us as Steven Knapp discusses Carnegie Museums' commitment to strengthening connections with the communities it serves and expanding access to its four museums—Carnegie Museums of Art and Natural History, Kamin Science Center, and The Andy Warhol Museum.

Cost: \$25.00 Members, \$50.00 Non-members

Sponsored by: Duquesne Light Company

Please plan to attend!

[Click here to RSVP](#)

▶ Member Events

FLY LIKE A GIRL DRONE ACADEMY SUMMER 2026 COHORT



APPLY TODAY
Application Deadline
JULY 9, 2026

Application:

<https://bit.ly/FLAG26Summer>

☎ 412-278-7591



Fly Like A Girl Drone Academy is designed for high school girls to become certified drone pilots. Students will be taught by a certified instructor using curriculum that will prepare them for the FAA Unmanned Aerial Vehicle license exam. This certification is highly sought after and can open doors to future college and career opportunities.

- Reimbursement for the \$175 exam fee
- Only 25 applicants from the region will be accepted into the Summer Academy for 2026.
- Both theory and hands-on instruction are included through a mix of virtual and in-person classes
- Transportation to and from in-person sessions must be provided by student's school district or by the student
- Each school district is welcome to provide a staff member as a coach/facilitator of learning, but not required to do so.
- Training occurs at South Fayette Township High School located at 3640 Old Oakdale Road, McDonald, PA 15057, and the Pittsburgh International Airport

SUMMER COHORT
WILL BE HELD
**JULY
20-24,
2026
FREE**



**SPECIAL ACTIVITIES INCLUDED AT
GREATER PITTSBURGH
INTERNATIONAL AIRPORT**
showcasing how drones are used for
public safety, firefighting, and more!



GENEROUSLY SPONSORED BY:



Auberle is a human services nonprofit serving over 5,000 individuals and families across Pennsylvania through housing, workforce development, behavioral health, foster care, and young adult programs. Since 1952, Auberle has continued to deliver strong outcomes; for example, last year Employment Institute graduates generated \$5.2M in wages, and 98% of families in the HOPE housing program moved into permanent housing.

As a chamber member, your business has the opportunity to support this life-changing work. Auberle invites you to join the Investors Circle, a partnership that includes visibility through sponsorship of our annual Voices Carry fundraiser, access to the award-winning Employment Institute, and meaningful ways to support our neighbors across all of our programming.

We're currently inviting businesses to get involved in two ways:

- **Investors Circle** – A partnership opportunity that offers visibility, engagement, and community impact
- **Voices Carry Sponsorships** – Our 22nd annual fundraiser will take place on October 6th at the Westin Hotel in downtown Pittsburgh. The event features an incredible lineup including Scott Blasey, Melinda Colaizzi, Bill Deasy, and Joe Grushecky, along with many more. Sponsorships range from \$5,000–\$20,000 and include brand visibility, co-marketing opportunities, and access to a network of 400+ business, government, and community leaders.

Please feel free to reach out to Jennifer Ploskina (jenniferp@auberle.org) or me directly (carringtonw@auberle.org).



Join the Auberle Investors Circle

Invest in the region. Grow your staff. Engage your team.

Power your business while strengthening individuals, families, and communities across Pennsylvania. Your support fuels collaborative, holistic human services, all while growing your organization through Auberle's award-winning Employment Institute.



Partnership levels serve as flexible guidelines and can be tailored to meet your organization's unique goals.

\$100,000 | Titanium Business Partner

- Includes Annual *Voices Carry* Fundraiser Premier Sponsorship
- **All Star Banquet Tickets** to celebrate and support Auberle's program participants
- (2) 10-person **team volunteer days** at the agency
- Access to **Auberle's Employment Institute services**
- Prominent recognition on **website** and **annual report**

\$50,000 | Platinum Business Partner

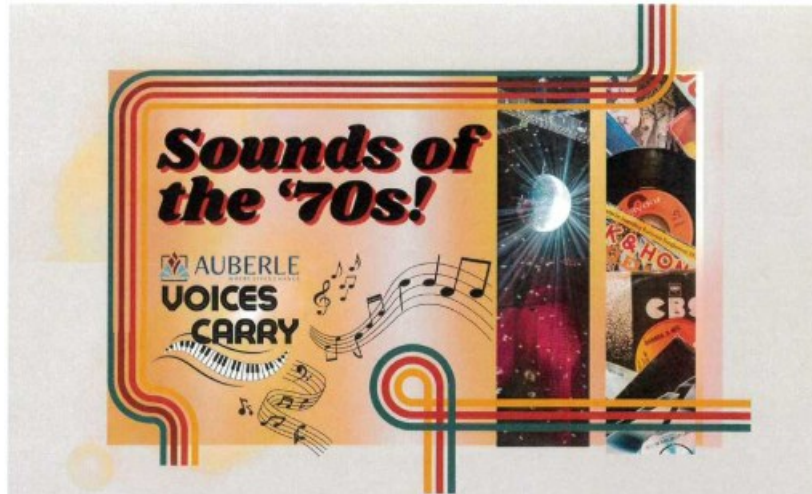
- Includes Annual *Voices Carry* Fundraiser Spotlight Sponsorship
- **All Star Banquet Tickets** to celebrate and support Auberle's program participants
- (1) 10-person **team volunteer day** at the agency
- Access to **Auberle's Employment Institute services**
- Prominent recognition on **website** and **annual report**

\$25,000 | Gold Business Partner

- Includes Annual *Voices Carry* Fundraiser Rockstar Sponsorship
- **All Star Banquet Tickets** to celebrate and support program participants
- (1) 5-person **team volunteer day** at the agency
- Access to **Auberle's Employment Institute services**
- Prominent recognition on **website** and **annual report**



412-673-5800 | www.auberle.org | auberledevelopment@aublerle.org



Rockstar: \$20,000
 20 event tickets at reserved table with premium seating
 Prominent recognition on event website
 Social Media mentions and links to company website
 Prominent recognition on event t-shirts
 Prominent recognition in event program and event signage
 Automatic sponsorship of Auberle's All Star Banquet and five event tickets
 Recognition in Auberle's Annual Report
 Company representative to speak on stage at event

Headliner: \$15,000
 10 event tickets at reserved table with premium seating
 Recognition on event website
 Social Media mentions and links to company website
 Recognition on event t-shirts
 Recognition in event program and event signage
 Automatic sponsorship of Auberle's All Star Banquet and five event tickets
 Recognition in Auberle's Annual Report
 Company representative to speak on stage at event

Voices Carry 2026 Sponsorship Packages

Event Date: Oct 6, 2026

Main Stage: \$10,000
 10 event tickets at reserved table with premium seating
 Recognition on event t-shirts
 Recognition in event program and event signage
 Automatic sponsorship of Auberle's All Star Banquet and five event tickets
 Recognition in Auberle's Annual Report
 Company representative to speak on stage at event

Opening Act: \$5,000
 10 event tickets at reserved table
 Recognition on event t-shirts
 Recognition in event program and event signage
 Automatic sponsorship of Auberle's All Star Banquet and five event tickets
 Recognition in Auberle's Annual Report



OCTOBER 28
5:30PM-9:30PM

CIRCUIT CENTER
SOUTH SIDE



2026 **POWER & WORK** AWARDS

NOMINATE | Three Award Categories

We are eagerly accepting nominations for the following award categories:



CHAMPION
(C-Suite)
Leading with Vision,
Inspiring Excellence



INNOVATION
Redefining
Possibilities Through
Creativity



TRAILBLAZER
Breaking Barriers,
Creating Opportunity

NOMINATE NOW!

The Power of Work Awards is a celebration of individuals, teams, and organizations that are creating opportunities and removing barriers for a diverse workforce.

**Review our sponsorship opportunities
and secure tickets today!**

www.goodwillswpa.org/powerofwork



UNDERSTANDING & OBTAINING DIVERSITY CERTIFICATIONS

ATTENTION SMALL BUSINESS OWNERS

STAY CURRENT AND BE PREPARED FOR OPPORTUNITIES

New, existing and upcoming supplier diversity opportunities are a certification away. Check your certifications and stay current and prepared for the next big opportunity!

MBE Certification of Minority-owned Businesses (Pennsylvania - DBE Certification Management System) Go to:
paucp.dbesystem.com

WBE Certification for Women-owned Businesses (Pennsylvania - DBE Certification Management System) Go to:
paucp.dbesystem.com

MWBE Certification for Minority & Women-owned Business Enterprise (Pennsylvania - DBE Certification Management System) Go to:
paucp.dbesystem.com

DBE Certification for Disadvantaged Business Enterprise (Pennsylvania - DBE Certification Management System) Go to:
paucp.dbesystem.com

WBENC Women's Business Enterprise National Council; Go to:
www.wbenc.org

NMSDC National Minority Supplier Diversity Council; Go to:
www.nmsdc.org

EMSDC Eastern Minority Supplier Diversity Council; Go to: emsdc.org

DGS Pennsylvania's Department of General Services; Go to:
dgs.pa.gov

City of Pittsburgh; Go to:
pittsburghpa.gov

Allegheny County; Go to:
www.alleghenycounty.us

▶ Spotlight Your Business

Spot on Business 1

Put Your Business In The Chamber's '2026 Spotlight'

Learn more about this opportunity to showcase your business by sponsoring a Chamber Business Institute Program. 2026 sponsorships are available.

Learn more at 412-392-0610 or AfricanAmericanChamberInformation@aaccwp.com

▶ Share Your News

Share Your 2026 News, Events, and Hiring Opportunities

Are your sales up, have you opened a new office, are you hiring new staff members, or have an upcoming event? Your Chamber wants to share your 'Good News' with other Members in our monthly Newsletter.

Learn more at 412-392-0610 or AfricanAmericanChamberInformation@aaccwp.com

Miscellaneous News

SCAM ALERT

If you receive this email it is a scam!

Hello,

I believe you are doing well.

Your details have been forwarded to me by one of my colleagues, Joel. I'm glad to help you with the pricing & additional details.

We will deliver you 1,000+ Registrants/Members from African American Chamber of Commerce of Western Pennsylvania 2026.

Each record of the list contains: Contact Name (with First name and last name), Emails, Company Name, URL/Website, Phone Number, Job Title/Designation, Address.

Price: \$299

Data Quality and Guarantee terms:

- List is delivered in CSV/Excel format.
- It contains all verified & updated contacts only.
- Unlimited Use: You can use it for multiple campaigns.
- These data you can use for multiple marketing activities including email campaigns, Networking, paid online targeting, advertising, promotions, newsletters and more.
- Delivery of list within 2-3 business days upon receipt of payment.
- 95%+ Accuracy/Deliverability Rate.

Let me know your thoughts on this so that I can send over the Invoice/Payment Link to proceed.

We strive for customer satisfaction, where every investment should yield substantiated returns.

I would appreciate your timely response.

Gavin Roach
Sr Sales Analyst
<https://avtmetrix.com/>

Chamber Social Media Sites

The African American Chamber of Commerce of Western Pennsylvania has a new social media sites.

- Please [click here](#) to follow us on Facebook!
- Please [click here](#) to follow us on Instagram!
- Please [click here](#) to follow us on TikTok!

Certificate Form

Sign up here and include your certifications and qualifications. This makes it easier to track when your certifications start and expire. Our system will also send reminders before any certifications are due to expire. [Click here to sign up!](#)

Request for Proposals (RFP)

Sign up here to be included in the Request for Proposal (RFP) process. Joining the list makes it easier for corporations and vendors to find you and connect with you for potential business opportunities. [Click here to sign up!](#)



Jill Yahnite



Cut Through the AI Hype.

TURN IT INTO A SALES ADVANTAGE.

SalesXpert AI Integration™ helps sales leaders turn AI into measurable improvements across coaching, lead generation, and productivity, without complexity or disruption. *We don't just recommend AI tools. We integrate them into how your sales team operates.*

Focus Areas

Coaching

Ensure every rep receives specific, actionable coaching tied to the behaviors that drive your sales goals.

Lead Generation

Align targeting to your ideal client and personalize outreach to drive more qualified conversations

Productivity

Reduce administrative burden by automating tasks and activity tracking, keeping sellers focused.

How it Works

1: AI Readiness Assessment

Identify where AI can most effectively improve coaching, lead generation, and productivity.

2: Prioritized, Vetted Recommendations

Align proven AI tools to your sales process, selected from trusted vendors to eliminate trial-and-error.

3: Implementation & Adoption Support

Configure tools, train teams, and reinforce usage through playbooks and ongoing impact reviews.

4: Sales AI Policy Development

Establish clear guidelines to ensure responsible, consistent AI use across your sales organization.

[Click on a Free AI Readiness Assessment.](#)

Gain a clear view of where AI in sales can make the biggest impact.

jyahnite@salesxceleration.com 412.953.1869

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[Click here for more Information](#)

Building a One-Page Benefit Piece Employees Will Actually Read

Employee benefits are only valuable if employees understand them. Yet many organizations rely on long, tedious guides, dense PDFs, or put the information on portals employees rarely open. A well-designed benefits one pager solves this problem by reducing what matters most into a clear, visual, and actionable summary.

The goal of a one-pager is not to explain everything...it's to spark understanding and engagement. Business leaders can start by answering three questions employees care about most: What do I get? Why does it matter to me? How do I use it? If the one pager doesn't clearly answer those questions, it's not doing the job.

Effective one-pagers focus on prioritization, not completeness. Highlight 5-7 core benefits that drive the most value, such as health insurance, retirement plans, paid time off, and key voluntary benefits. Use plain language, not insurance jargon. For example, "help paying medical bills" is more effective than "high-deductible health plan."

Design matters just as much as content. Using icons, short headings, and white space helps to guide the eye. Break information into sections like Health, Well-Being, Financial, and Extras. Keep sentences short and scannable. If it takes more than 60 seconds to read, it's too long. Finally, include a clear call to action. Tell employees exactly where to go next...a benefits portal, HR contact, or enrollment deadline. A QR code or short link works well.

A strong benefits one-pager becomes a versatile tool: it can support onboarding, open enrollment, recruiting, and leadership communication. Most importantly, it respects employees' time, and that alone increases the likelihood they'll actually use the benefits being offered.

The African American Chamber of Commerce offers its members access to My Benefit Advisor as a solution for employee benefits, including voluntary offerings. For more information about My Benefit Advisor, visit our website at aacc.mybenefitadvisor.com or contact Craig Pritts at (800) 377-3539.



In the New Pittsburgh Courier

Congratulations to William Generett Jr. for his appointment to The Pittsburgh Foundation as their new President and CEO.

[Congratulations](#) to member Three Rivers Youth for their successful Annual Gala, celebrating 146 years of servicing disenfranchised youth and families.

[Congratulations](#) to members Janis Burley Wilson, Doris Carson Williams, and Saleem Ghubril for being a Nellie Award winner.

Thank You to member Duquesne Light Company for helping beautify a vacant lot in the Hill District.

[Congratulations](#) to member Doris Carson Williams for being a co-chair to the successful NAACP Pittsburgh Branch Human Rights Dinner.

[Congratulations](#) to member Amanda Neatrou for being the featured vocalist for the "Black Women in Opera" hosted by St. James AME Church.

[Congratulations](#) to members Emeka Onwugbenu, Michael Pattillo, and James Williams III for being a Men of Excellence Honoree.

In the Pittsburgh Business Times

Congratulations to member U.S. Steel who is set to double billion - dollar investment into Mon Valley Works.

[Congratulations](#) to member PNC for completing a systems conversion for FirstBank branches.

[Congratulations](#) to member UPMC for their purchase of a lot near Children's Hospital.

[Congratulations](#) to member Allegheny Health Network and Highmark Health for their commitment to build a new hospital in Canonsburg.

Thank you to member Olu Omodunbi of Huntington Bank on discussion about growth potential post NFL Draft.

Pittsburgh Magazine

Congratulations to member Pittsburgh Zoo & Aquarium for being selected as the "Best Place to Take Kids" by the Best of the Burgh Reader's Poll.

[Congratulations](#) to member Pittsburgh Penguins for being selected as the "Best Sports Team" by the Best of the Burgh Reader's Poll.

[Congratulations](#) to member Khamil Bailey for being selected for the Women in Business Awards.

Career Opportunities

Cameron Professional Services Group

Experienced Accountant

Pay: \$50,000.00 - \$60,000.00 per year

Job Summary EDUCATION: Bachelor's Degree in Accounting or higher QUALIFICATIONS:

- Bachelor's Degree in Accounting or related field
- At least 5 years of accounting experience (required)
- At least 3 years of QuickBooks experience (required) RESPONSIBILITIES: Accounting:
- Record financial data into QuickBooks (i.e. Accounts Receivable, Accounts Payable, Revenues and Expenses)
- Performing bank reconciliations
- Posting journal entries
- Generating financial statement and variance reports
- Responding to client inquiries
- Perform financial analysis and forecast of financial statements
- Creation of Financial Dashboard Template
- Create Internal Control procedures
- Formalize reconciliation procedures
- Provide a written summary of financial variances
- Make recommendation - policies, procedures, and best practices
- Other duties as assigned Tax Return Preparation:
- Preparation and filing of the following tax returns is a plus: 1040, 1120, 1120S, 1065 & 990

BENEFITS:

After a 90-day orientation period, employees are eligible for the following:

- Paid Time Off 10 days of personal time off 24 hours of sick time
- Insurances: 50% of the premium for single coverage will be paid by the company Health Dental Vision
- Insurances: fully paid by the company Life insurance Short-Term Disability Long-Term Disability Retirement Benefits:
- Retirement Plan – 401K
- Company Match - 3% Education Benefits:
- Professional Development Assistance
- Access to free Continuing Professional Education (CPE)
- Yellow Book Certifications
- QuickBooks Certification is required

SCHEDULE: • Monday – Friday • 8:30am – 5:00pm • One Hope Square, 1901 Centre Avenue, Suite 202, Pittsburgh, PA 15219 • Location may vary depending on client requirements (most clients are local to the Greater Pittsburgh area)

Interested candidates should e-mail their letter of interest, salary requirement and resume. No phone calls please; candidates will be contacted for interviews. rhinton@cameronpsg.com

Bookkeeper (Full-Time)

Pay: \$16.00 - \$20.00 per hour

Job Summary Cameron Professional Services Group, LLC (CPSG) has a variety of clients in the fields of community development, social services, construction and recruitment. Client are for-profit, non-profit and government agencies. CPSG is seeking part-time Bookkeeper. This is a great opportunity for a person that is organized, detailed and proactive. This position requires detailed computer work with a strong emphasis on accuracy and meeting deadlines.

Candidate is required to be proficient in QuickBooks Desktop and Online. The Bookkeeper must sign a Client Confidentiality Agreement upon acceptance of employment with CPSG. Position: Bookkeeper (Full-Time): Major Responsibilities: · Recording financial transaction using QuickBooks (desktop & online) · Reconciliation of bank accounts · Reconciliation of credit card accounts · Preparing financial statements (B/S, I/S & CF) · Creating a Financial Dashboard · Reporting any findings Qualifications and Skills: · Must possess at least a two-year degree or certificate from qualified trade school in Accounting · Must be proficient using QuickBooks (Desktop & Online) 2-4 Years Experience · Must be proficient in Microsoft Office programs · Ability to multitask · Detail-oriented and highly organized The qualified candidate must be able to work independently in a fast-paced environment. Position reports to the President & CEO. Salary is commensurate with experience and includes a great working environment.

Interested candidates should e-mail their letter of interest, salary requirement and resume. No phone calls please; candidates will be contacted for interviews. rhinton@cameronpsg.com

Federal Reserve Bank of Cleveland

We're hiring. We're leaning towards more of a housing subject matter expert but open to the best candidate. Excited to hopefully have some fantastic Western PA candidates. Tell them please submit soon.

Community Development Senior Advisor

Khaz Finley

Assistant Vice President

External Engagement

Community Development

Federal Reserve Bank of Cleveland

1455 East Sixth Street, Cleveland, OH 44114

216.319.2253

khaz.finley@clev.frb.org

clevelandfed.org

Nazareth Prep

HS English Teacher
HS Math Teacher
HS Science Teacher
HS Social Studies Teacher
Internship Program Manager
Licensed Social Worker
School Counselor and Student Support Coordinator
Van Driver and School Bus Driver
HS Basketball Assistant Coach

[Click Here to Apply](#)

Holy Family Institute

Overnight Youth Care Worker
Overnight Youth Counselor
Clinician
Security Specialist (2-10pm shift)

[Click Here to Apply](#)

Kind regards,

Maritza Rivera, MHA

Human Resource Specialist

Holy Family Institute

Cell: 412-584-4534

Fax: 412-415-8461

Pittsburgh Regional Transit

Pittsburgh Regional Transit (Port Authority of Allegheny County Police Department) is seeking full-time Transit Police Officers. A Transit Police Officer is responsible for ensuring the safety of Port Authority customers, staff, and property throughout the areas it serves. Officers must enforce all local, state, and federal laws on and around our transit system.

Port Authority Police Department Specialized Units:

- Accident Reconstruction
- DUI Task Force
- Investigations
- + K-9 Unit
- + Narcotics (DANET)
- + North Hills Special Response

- + Team (NHSRT)
- + Video Forensics

Transit Police Officer Salary Progression:

Year one - \$74,974.41 (75% rate)

Year two - \$84,971.00 (85% rate)

Year three - \$99,965.88 (100% Base rate)

Master Patrol \$102,964.86(9+ Years / 3% above base)

Position Benefits:

Pittsburgh Regional Transit offers a competitive benefits package including medical, dental, vision, and short-term disability. Transit Police Officers are eligible for a defined contribution plan which consists of two components: a 401(a) Money Purchase Plan and a 457(b) Deferred Compensation Plan.

- Cellphone
- College Tuition Reimbursement and Student Loan Repayment Assistance
- Enhanced uniform allowance
- Incentivized Education and Training Program
- Lateral prior-service applied to salary progression
- NO residency or air mile requirements
- Paid Parental Leave

Job Requirements Include:

- Minimum age 21, at time of hire;
- High School Diploma or GED;
- Valid PA Driver's License;
- Current Act 120 certification or candidate must successfully pass the Act 120 certification test prior to employment;
- Successful completion of administered written and agility exams.

Transit Police Officer Applicant Testing:

Wednesday, August 5, 2026, 12pm (noon) – 3:00 pm

Saturday, August 8, 2026, 8:00am – 11:00 am

Interested candidates should submit a cover letter and resume <https://careers.portauthority.org/> or directly to:

Steven Sarosi

Pittsburgh Regional Transit - Employment Department

345 Sixth Avenue, 3rd Floor

Pittsburgh, PA 15222-2527

ssarosi@rideprt.org

Pittsburgh Regional Transit

Pittsburgh Regional Transit is seeking a Accounting Assistant – Accounts Payable Specialist to Audit and process vouchers for checks to be printed for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT).

Essential Functions:

- Utilizes PeopleSoft accounts payable, procurement and inventory systems to perform the following:
 - o Matches and audit invoices with purchase orders and receivers and settles discrepancies.
 - o Audits and enters coded invoices and settles discrepancies.
 - o Sets up new vendors.
- Verifies vouchers with computer printout and corrects errors.
- Registers and distributes invoices for approval.

Job requirements include:

- High school diploma or G.E.D., supplemented by twelve (12) credits in accounting from an accredited college or business school.
- Minimum of two (2) years of accounting / finance experience.
- Demonstrated ability in the use of Microsoft Word, Windows and Excel.
- Professional and effective communications skills.
- Ability to use a calculator.

Preferred attributes:

- Familiarity with account classification.
- Experience using PeopleSoft Financials 9.2.

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

Patience Baker

Employment Department

345 Sixth Avenue, 3rd Floor

Pittsburgh, PA 15222-2527

PBaker@RidePRT.org

EOE

Pittsburgh Regional Transit

Pittsburgh Regional Transit is seeking a Transportation Technology Specialist to provide day-to-day support of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT)'s Transportation Technology systems and services from a device, software, and service level, focusing on data management, data integrity, reporting, system integrations, cyber protections, and customer support. Supports Transportation Technology systems and services, with cross-support for other related applications. Works with PRT and vendor personnel to identify any technology, data-centric, or cyber security related issues with the systems and services and then follows through until conclusion. Works with data within systems to ensure adequate safeguards, integrity, effective reporting and data visualizations for effective understanding and presentation of information.

Essential Functions:

- Serve as technical analyst supporting systems, services, and software of Intelligent Transportation Systems, including rider-facing applications and services, on-board tracking systems, electronic wayfinding signage, vehicle headsigns, Transit Signal Priority (TSP), Scheduling software, Fare Systems, Maintenance and Operations management.

- Implement and support information and cybersecurity protocols for data management of ITS applications, including integrity, integrations, validity, and import/export. Ensure any data integrations and system data has proper security safeguards in place and are effectively monitored.
- Serve as data-centric support for reports, information sharing, and data visualization.

Job requirements include:

- Associate's degree or two (2) years of college in information science, business or technology related field from an accredited college or university. Related experience may be substituted for education on a year-for-year basis.
- Strong analytical and problem-solving skills.
- Exemplary attention to detail.
- Experience working with multiple interrelated applications concurrently.
- Proven experience managing data, especially in ensuring integrity.
- Knowledgeable in reporting software.
- Ability to quickly understand, retain and apply large amounts of new information.
- Ability to work in a fast paced, dynamic environment.
- Great organizational skills.
- Experience in monitoring and adhering to procedures and policies.
- Excellent verbal communication skills with the ability to present information in a clear and concise manner.
- Excellent customer service and problem resolution skills.
- Professional and effective communication skills.
- Ability to be flexible and adapt to change.
- Demonstrated ability in the use of Microsoft 365 platform.
- No certifications or licenses required.

Preferred attributes:

- Aptitude in collating data and providing information in concise and useful manner
- Experience with complex deployments of enterprise-level applications, especially within the transportation industry.

(Annual Salary \$71,500 - \$107,300)

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

Joe Sekely
 Employment Department
 345 Sixth Avenue, 3rd Floor
 Pittsburgh, PA 15222-2527
JSekely@RidePRT.org
 EOE

Pittsburgh Regional Transit

Pittsburgh Regional Transit is seeking a Assistant Director of Maintenance & Service to during off shift periods, assists in managing, coordinating, and monitoring fleet maintenance, service delivery and administration activities for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) to ensure safe and reliable fleet operations. Assists with the development and implementation of maintenance work standards. Assists in implementing and monitoring standardized administrative programs and maintenance activities and procedures around service goals and performance standards. Implements maintenance programs to maintain the fleet, facility and support equipment and coordinates subcontracted maintenance work. Coordinates technical instruction provided to employees and ensures safe work practices are followed. Conducts investigations and hearings regarding accidents and workplace injuries and supervises the allocation of resources for maintenance activities.

Essential Functions:

- May maintain a revenue service vehicle or equipment used in revenue service.
- Supervises and coordinates the daily activities of supervisors and administrative support employees involved in maintaining, repairing, and servicing the fleet. Supervises and coordinates the daily activities of employees involved with fleet maintenance and repair, fleet interior and exterior cleaning, assignment of fleet to routes, and maintenance of auxiliary headsigns.
- Assists in implementing and monitoring standardized administrative programs and maintenance activities and procedures. Works with Manager of Maintenance & Service to develop and implement service goals and maintenance performance standards in support of PRT's goals, objectives, and mission.

Job requirements include:

- High school diploma or GED.
- Associate's degree or two (2) years of college in transportation, business, vehicle maintenance or related field from an accredited college or university. Related experience may be substituted for education on a year-for-year basis.
- Three (3) years' experience in vehicle maintenance and supervisory experience. No certifications or licenses required.
- Minimum of two (2) years supervisory experience.
- Demonstrated ability in the use of Windows.
- Effective and professional communication skills.
- Ability to work all shifts as assigned by the Manager of Maintenance and Service.
- Valid PA Driver's License.

Preferred attributes:

- Bachelor's degree in business or related field from an accredited college or university.
- Valid Commercial Driver's License (Class B), with P endorsement.
- Experience in statistical process control.
- Participative leadership style.
- Demonstrated ability in the use of Microsoft Word and Access.

(Annual Salary \$78,300 - \$117,400)

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

Missy Ramsey

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

Pittsburgh Regional Transit

Pittsburgh Regional Transit is seeking a Administrative Assistant to the Chief Transportation Officer to perform all administrative support functions for the Chief Transportation Officer (CTO) and supports the Transportation staff in their administrative needs for the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Takes and transcribes dictation, often of a confidential nature. Prepares reports, presentations, graphics, and spreadsheets by gathering and summarizing data. Produces high-quality e-mails and messages to individuals at all levels of the organization. Types all administrative and legal documents and maintains and schedules complex and detailed appointment calendars.

Essential Functions:

- Take and transcribe dictation, often of a confidential nature; prepare reports/presentations by gathering and summarizing data and preparing graphics and spreadsheets; produce high-quality e-mails and messages to individuals at all levels of the organization. Type all administrative/legal documents; ability to write and communicate in a clear, concise manner and to proofread and pay attention to details; answer all non-routine correspondence and assemble highly confidential and sensitive information; respond to routine correspondence and prepare letters for the CTO's review, using supplied office equipment and/or software.
- Provide administrative support by organizing and expediting the flow of work through the CTO's office; communicate assignments and instructions from the CTO to various individuals and/or departments and obtain information and initiate follow-up, as required.
- Maintain and schedule complex and detailed appointment calendars, including prioritizing and screening using own discernment; coordination and logistics of both internal and external meetings, including all aspects of the Transportation Team Meetings, with maintenance of agenda items and minutes, along with follow-up on action items, as necessary.

Job requirements include:

- High school diploma or GED.
- Completion of administrative professional, business office, executive support, or related training program.
- Minimum of three (3) years of secretarial experience.
- Detail oriented and comfortable working in a fast-paced office environment; outstanding planning and time-management capabilities; exceptional communication skills, superior organization skills, and dedication to completing projects in a timely manner.
- Advanced proficiency with Microsoft 365, including Outlook, Word, Excel, PowerPoint, Teams, and Adobe PDF.
- Typing speed of 60 wpm.
- Administrative/executive support experience.
- Ability to work in a diverse environment; experience working collaboratively with others; capability of adjusting priorities and deviating from routines.

- This is a non-remote position due to the nature of Operations.

Preferred attributes:

- Strong proofreading, editing, formatting, and professional written communication skills.
- Ability to work independently, anticipate needs, initiate follow-up, and resolve routine administrative matters with minimal direction.
- Familiarity with modern office technology, document management systems, shared drives, virtual meeting platforms, and approved productivity tools.

(Annual Salary \$51,600 - \$77,300)

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

Glenn Huetter
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
GHuetter@RidePRT.org
EOE

Pittsburgh Regional Transit

Pittsburgh Regional Transit is seeking a Director – Facilities Systems to manage all activities and employees within the Facilities Systems Department for the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Oversees administrative activities, outside contracts, and capital project activities, as related to building equipment, electrical systems, subway maintenance, the Monongahela Incline and support equipment. Investigates maintenance problems and initiates preventative and corrective actions. Oversees, develops, and administers standardized programs designed to comply with applicable organizational policies and procedures.

Essential Functions:

- Directs and supervises the Assistant Managers of the Facilities Systems Department.
- Manages all phases of facilities maintenance and repair which includes building equipment, electrical systems, transit stations, shelters, subway, HVAC systems, elevators/escalators, and the Monongahela incline.
- Manages all activities associated with the daily scheduling of preventive maintenance and repair activities at PRT locations, office buildings, and other PRT maintained areas.
- Maintains all assigned facilities at a high status of readiness and supplies immediate repair support under any emergency conditions.

Job requirements include:

- High school diploma or GED.
- Bachelor's degree in industrial engineering, mechanical engineering, electrical engineering or electronic engineering, civil engineering or business administration or related field from an accredited college or university. Related experience may be substituted for education on a year-for-year basis.
- Minimum seven (7) years of experience in facilities with a basic understanding of plumbing, carpentry, mechanical systems, and electricity. No certifications or licenses required.
- Minimum of seven (7) years of supervisory experience.

- Demonstrated ability in the use of Windows and Microsoft Word.
- Valid PA driver's license.
- Professional and effective communication skills.
- Customer focused, well organized, and results oriented.
- A team player with a participative management style.
- This is a Safety Sensitive position subject to all testing provisions under the Drug and Alcohol Policy, including random drug and alcohol testing. The person selected for this position may be required to be tested prior to being awarded the job.

Preferred attributes:

- Project Management experience.

(Annual Salary \$96,500 - \$144,700)

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

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Employment Department
345 Sixth Avenue, 3rd Floor
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SITE SUPERINTENDENT / SITE QUALITY CONTROL MANAGER

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 LEADERSHIP. QUALITY. SAFETY. RESULTS.

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 Build your career with a well-established construction firm in the Mid-Atlantic region.

Oversee daily construction operations, lead subcontractors, ensure quality and safety, and deliver projects on time and on standard. Work closely with project teams and stakeholders to build success—together.

QUALIFICATIONS

- Strong leadership, scheduling, and project coordination skills
- Experience managing construction site operations and subcontractors
- Knowledge of construction safety standards and industry best practices
- Ability to read and interpret blueprints and technical specifications
- Excellent communication, organizational, and problem-solving abilities
- Proven experience in construction management or site supervision
- Ability to work collaboratively in a fast-paced field environment
- OSHA certification and valid driver's license preferred
- High school diploma or equivalent required; additional technical education is a plus

KEY RESPONSIBILITIES

- Oversee daily jobsite operations and construction activities
- Coordinate subcontractors, vendors, and field personnel
- Ensure projects remain on schedule and within quality standards
- Maintain compliance with safety regulations and company policies
- Review and interpret blueprints, specifications, and project plans
- Conduct site inspections and monitor construction progress
- Resolve onsite issues and communicate updates with project teams
- Maintain professional relationships with clients, inspectors, and stakeholders
- Support quality control documentation and reporting requirements

PREFERRED QUALIFICATIONS

- Experience serving as a Quality Control Manager on commercial or government projects
- Ability to obtain or complete the U.S. Army Corps of Engineers Construction Quality Management for Contractors certification (2-day training provided by employer if needed)

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with long-term growth potential
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COMPENSATION
based on experience
\$60,000 – \$80,000



LOCATION
Armstrong County,
PA

Join Our Leadership Team!

A career-building opportunity supporting executive leadership
with innovation, operations, and growth.



WHAT YOU'LL DO

EXECUTIVE & STRATEGIC SUPPORT

- Prepare presentations, reports, and confidential materials
- Manage executive schedules, priorities, and travel
- Act as a key liaison between leadership and teams



OPERATIONS & BUSINESS SUPPORT

- Oversee daily office/lab operations
- Coordinate vendors, equipment, and facility needs
- Assist with budgeting and expense tracking



DATA & PROCESS COORDINATION

- Maintain project tracking and research databases
- Organize documentation and internal resources
- Improve systems, workflows, and efficiency



WHAT WE'RE LOOKING FOR

- ✓ Bachelor's degree (or equivalent experience)
- ✓ Experience supporting executives or leadership teams
- ✓ Strong Microsoft Office skills (Excel, PowerPoint, Word)
- ✓ Highly organized with strong attention to detail
- ✓ Excellent communication & professionalism
- ✓ Ability to handle confidential information
- ✓ Self-starter with a desire to grow

Why You'll Love This Role



**CLEAR PATH FOR
CAREER ADVANCEMENT**



**WORK CLOSELY
WITH SENIOR LEADERSHIP**



**BE PART OF INNOVATION
& STRATEGIC INITIATIVES**



**MAKE A REAL IMPACT
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FYI

Interested in Business Property in Allegheny County? Learn about property for sale in Allegheny County, property taxes, and property assessments. Go to: realestate.alleghenycounty.us

A horizontal banner with a green background and a white play button icon on the left. The text "New Members" is written in white.

New Members

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