



**POSITION:** Education Workshop Coordinator

**DEPARTMENT:** Center for Race & Gender Equity (*Reports to the Vice-President of Equity & Culture*)

**HIRING RANGE/FLSA CLASSIFICATION:** \$21.98 - \$24.72 per hour @ 35 hours/week\*

\* This is a one-year grant funded position, with the potential to either be extended or become a permanent position, contingent upon the availability of funding and/or program needs.

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YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities
- Employee discounted rates for childcare at YWCA Homewood

### **JOB SUMMARY:**

The Education Workshop Coordinator will coordinate the administrative, facilitative, and promotional aspects of The Center for Race & Gender Equity's racial justice education programs.

This role combines strategic planning, detailed organization, and creative thinking to enhance our workshop offerings, ensuring they meet the diverse needs of our clients and align with the latest educational trends and best practices.

### **ESSENTIAL RESPONSIBILITIES:**

- **Administrative Duties**
  - Develop and implement a streamlined system for managing workshop email inquiries, incorporating an automated sorting mechanism for efficiency.
  - Oversee contract management, including implementing a digital system for easier tracking and managing renewals and milestones.
  - Coordinate workshop scheduling using an online platform to seamlessly match facilitator availability with client needs.
  - Optimize the scholarship application process through a transparent and fair scoring system.
  - Manage invoicing and payments efficiently, ensuring accurate facilitator payment processing (reconciliation, submission, and coordination with the accounts payable team) and annual management of consultant contracts.

- Engage in market benchmarking to maintain competitive facilitator rates without compromising service quality.
- Implement continuous feedback mechanisms to improve workshop content and delivery.
- **Facilitator Coordination**
  - Curate, design, and develop workshops that meet social trends and workplace culture.
  - Conduct comprehensive pre-assessment meetings with clients to tailor workshops to their needs and objectives.
  - Customize workshop curricula based on detailed client assessments, aligning content with client goals and current trends.
  - Utilize advanced analytics for workshop surveys to inform future improvements and developments.
  - Innovate with QR codes for instant feedback collection and interactive workshop elements.
  - Maintain a comprehensive curriculum archive on SharePoint, ensuring materials are easily accessible and up-to-date.
  - Manage the curriculum development lifecycle efficiently, from concept to implementation.
  - Stay informed on best practices for inclusivity in curriculum content and delivery.
  - Ensure seamless onsite workshop logistics, prioritizing accessibility and participant experience.
- **Promotion**
  - Implement a dynamic CRM system for effective contact list management and personalized communication strategies.
  - Develop a strategic approach to social media engagement with the Community Engagement Project Coordinator, aligning workshop themes with relevant dates and trends for maximum impact.
  - Regularly update promotional materials with fresh content, including testimonials and success stories, to maintain engagement and relevance.
  - Collaborate closely with design consultants to create impactful promotional materials that resonate with the target audience.

#### **MINIMUM QUALIFICATIONS:**

- Experience in education, workshop coordination, or a related field.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in digital tools and platforms for scheduling, contract management, and curriculum archiving.
- A creative and analytical mindset with the ability to adapt strategies based on feedback and trends.
- A passion for education and a commitment to promoting inclusive and effective learning experiences.

#### **MISSION IMPACT:**

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the

intersection of race and gender. As an employee with YWCA Greater Pittsburgh, you will have the opportunity to build community around the vision of a world in which all women and girls, especially women and girls of color, have equitable access to personal and professional opportunities, free from racial injustice.

#### **ABOUT YWCA GREATER PITTSBURGH:**

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

**Equal Employment Opportunity Policy:** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee based on age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, neurodiversity, disability, family status, marital status, military or veteran status or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances. YWCA Greater Pittsburgh also abides by the Crown Act.*

*Applicants requiring reasonable accommodation for the application, prescreening and/or interview process should notify a representative of the Human Resources Department.*

#### **HOW TO APPLY:**

**LINK:** [Education Workshop Coordinator](#)

#### **QR CODE:**



New to QR Codes? Open your camera feature or QR reader on your smart phone and hover over the image. Depending on your phone, the website will populate, or you will be asked to click on the link.