Women’s Empowerment Initiative
Term: March through September 2022

For the past two years, the COVID pandemic has adversely affected the strides women have made in the workplace. In response to this issue, YWCA Greater Pittsburgh established a Women’s Empowerment Initiative. The purpose of this initiative is to support workers identifying as women (broadly defined and trans-inclusive) in their pursuit of wage-sustaining careers. YWCA Greater Pittsburgh invites applicants for a variety of 6-12 month, full-time, paid fellowship positions. We seek applicants who are entering the workforce for the first time, re-entering the workforce, or transitioning between sectors. In a safe and supportive environment, Fellows will develop professional skills, build networks, and gain tangible work experience to propel their future careers.

Data Coordinator Fellow

The Data Coordinator Fellow will provide data support for YWCA programs by utilizing both internal and external database systems to maintain the integrity of YWCA data. They will also compile and generate reports regarding statistical, demographic, quantitative and qualitative information on a timeline basis.

Pay rate for this position is between $15 and $19 per hour (35 hours/week) and includes a comprehensive benefits package.

Essential Job Functions

Data Input and Maintenance
- Conduct data input and analysis and run data queries.
- Ensure data is entered timely and accurately.
- Maintain data integrity and security.
- Transform or transfer data upon request.
- Perform data cleansing and validation.

Data Reporting
- Perform data requests in a timely manner.
- Prepare reports for management as requested for meetings, presentations, etc.

Qualifications – Desired Skills/Knowledge

- A strong commitment to our mission of eliminating racism and empowering women.
- Skills – Skills needed for success in this position include, but are not limited to; mathematical aptitude, analytical mindset, attention to detail and strong organizational skills.
• **Experience** – Proficiency in Microsoft Office with special emphasis on Excel and the ability to create, update and maintain Excel dashboards.
  
  *(If you meet some, but not all the above qualifications, we still encourage you to apply)*

**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.

**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 a Women’s Empowerment Initiative Fellow with YWCA Greater Pittsburgh, you will have the opportunity to support and advance YWCA Greater Pittsburgh’s mission by providing direct services and/or advocating to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to equity.

**Interested in learning more about this opportunity?** Scan the code below to express your interest and to view important updates regarding this position.

![QR Code](image)

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.

**OR**

Click on the following link: [YWCA Women’s Empowerment Initiative Program](https://www.ywcapgh.org/women%E2%80%99s-empowerment-initiative-program)

*Questions regarding the application or program can be directed to Tom Yeager at tyeager@ywcapgh.org.*