



POSITION: Digital Learning Content Fellow (6-month Fellowship beginning July 10, 2023)
(Reports to the Director of Opportunity Pathways Programs)

DEPARTMENT: Opportunity Pathways Programs

WAGE/FLSA: \$15.00 to \$20.00 per hour with benefits/Full Time – Exempt (35-hour work week)

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-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.

JOB SUMMARY:

Women, especially women of color are under-represented in STEM fields. YWCA Greater Pittsburgh works to address this disparity by providing after school STEM (“Science, Technology, Engineering, and Mathematics”) education for girls in the Greater Pittsburgh area. The Digital Learning Content Fellow will work to nourish girls’ interests in STEM, provide digital content geared towards youth and teens, and produce content that will inspire girls to thrive.

ESSENTIAL JOB FUNCTIONS:

Create Digital Content and Instructional Materials

- Create digital content through the lens of the intersectionality of race and gender that is aligned to the mission of YWCA Greater Pittsburgh and our Youth Services and STEM Education department.
- Create digital instructional materials that are differentiated for a variety of learners, that are culturally relevant and aligned to standards.
- Create and upload video lessons that align with our program needs to that students – whether in-person or remote – can access and watch.

Interested individuals can submit an application, cover letter, and resume to:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

Work with Diverse Populations

- Ability to work with diverse populations of youth from a variety of socioeconomic and ethnic backgrounds.
- Collaborate with internal and external partners including, but not limited to corporate volunteers, community partners, youth participants, and other YWCA Greater Pittsburgh departments.

Internal & External Collaboration

- Collaborate with the Youth Services and STEM Education team to internalize visual content.
- Receive ongoing feedback of what is working for students and what is not.
- Implement engaging instruction.
- Develop and adapt resources.
- Engage in professional learning.
- Share resources and best practices.

MINIMUM QUALIFICATIONS:

- **A strong commitment to our mission of eliminating racism and empowering women.**
- **Education/Qualifications** – Bachelor’s degree preferred. Must be able to pass and maintain clean Act 33/34 clearances and FBI background check.
- **Experience** – Knowledge and experience with Adobe Creative Suite (Premiere Pro) for video creation, or equivalent experience.
(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 individuals can submit an application, cover letter, and resume to:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

Equal Employment Opportunity Policy: YWCA Greater Pittsburgh will not discriminate against any applicant or employee because of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, disability, marital status, military or veteran status or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Interested individuals can submit an application, cover letter, and resume to:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

INTERESTED INDIVIDUALS CAN APPLY AT:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>