



POSITION: Family Engagement Specialist

DEPARTMENT: Educational Opportunities

PAY RATE: \$35,700 to \$40,000 (35 hours/week) – Non-exempt

YWCA Greater Pittsburgh has been a part of the educational landscape of Southwestern Pennsylvania for more than 100 years, having opened an “Industrial School” for boys and girls in the late 19th century. In the decades since then, YWCA Greater Pittsburgh has operated multiple childcare and out-of-school time programs, viewing education as central to our vision of a community that advances education, opportunity, and equity regardless of gender, race, or background.

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

JOB SUMMARY: YWCA Greater Pittsburgh Education Opportunity programs work with children, youth, and families in Allegheny County to address disparities in access to resources needed for children and youth to thrive and succeed academically. We offer early learning services (infant and toddler care, PA Pre-K Counts, summer camp) and STEM education programs for children and youth. The Family Engagement Specialist will build culturally responsive and inclusive partnerships with families. They will collaborate with families to identify information, resources, and strategies to support them in their roles as teachers, leaders, and advocates supporting their child's learning and development. The Family Engagement Specialist is responsible for parental engagement and involvement, including monthly parent meetings, parent training sessions, and establishing a site-based Parent Committee.

Interested individuals can apply at:

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

ESSENTIAL JOB FUNCTIONS:

- In collaboration with Education Opportunity Directors, plan, coordinate, and implement a department-wide Family Engagement program.
- Assist with recruiting and maintaining enrollment of families eligible for Education Opportunity programs.
- Work closely with identified families to ensure necessary supportive educational services and resources are available to support their student's educational goals.
- Work collaboratively with organizations to provide comprehensive, integrated services for children and their families.
- Maintain a working knowledge of community resources and connect families to appropriate support.
- Assists Directors in evaluating the effectiveness of parent participation and identifies quality improvement opportunities.
- Maintain a family engagement activity database, support, and other relevant parental involvement data.
- Provide ongoing training activities, educational programs, and workshops that support children's development and learning.
- Communicate proactively with families through oral, written, and electronic communication.
- Maintain high levels of confidentiality when working with sensitive and personal client information as required by law and YWCA Greater Pittsburgh policy.
- Display consistent professionalism and courtesy when interacting with internal and external customers.
- Promote and support the mission, imperative values, and goals of the YWCA, maintaining high-performance standards.
- Participate in professional development opportunities, successfully implementing new skills, knowledge, and procedures.
- Perform other such duties as may be assigned within the scope of Education Opportunity programs.

DESIRED KNOWLEDGE/SKILLS/EXPERIENCE:

We still encourage you to apply if you meet some but not all the qualifications below.

- A strong commitment to our mission of eliminating racism and empowering women.
- Must be adaptable to meet the needs of the families in the program in addition to working flexible hours to accommodate work in the evening.
- Knowledge of community resources and capacity to develop community cooperation to ensure that families receive comprehensive services.
- Ability to work with a diverse population and demonstrate sensitivity to individual differences.
- Strong communication and organizational skills needed for training and family engagement activities.
- Must pay attention to deadlines and be able to prioritize in a changing environment.
- Proficiency in Microsoft Office along with knowledge and experience with Google Drive, Zoom, and Teams.

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Education/Qualifications – Bachelor's in Education, Social Work, Human Services, or related field. High School Diploma or equivalent with 5 years' experience.

Must be able to pass and maintain Act 33/34 clearances, FBI background check and National Sex Offender Registry clearance, (NSOR), physical exam, and a TB test. A mandate reporting certificate must be obtained within the first 30 days of employment.

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 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.

Equal Employment Opportunity Policy: *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, 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*

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