



POSITION: Housing Stabilization Program Coordinator

DEPARTMENT: Resource Center

PAY RATE: \$15.00 to \$25.00/hour

JOB SUMMARY: As a Housing Stabilization Program Coordinator with YWCA Greater Pittsburgh, you will work to address housing insecurity here in the City of Pittsburgh. The Housing Stabilization Program (HSP) is a combination of programs within the YWCA Greater Pittsburgh Resource Center. HSP addresses housing insecurity by providing financial support and additional resources to City of Pittsburgh residents who are living at 50% of the Area Median Income and who identify a need. The YWCA Housing Stabilization Program Coordinator provides case management to participants in these programs by following them over the course of 1-6 months to address housing instability. This is achieved through financial support, establishing client-driven housing goal plans, connecting clients to other community resources, and evaluating their stability after exit from the program. The individual in this position also performs program administrative functions such as budget monitoring, collecting, inputting, and analyzing data, and supporting other grant-funded programs in the YWCA's Resource Center.

MINIMUM QUALIFICATIONS: Bachelor's Degree with two (2) years relevant experience OR Associates, Business, or Technical Degree/Certification with three (3) years relevant experience and one (1) year supervisory experience. This position requires a valid PA driver's license and reliable transportation for frequent travel throughout the City of Pittsburgh. Act 33/34 clearances are also required.

ESSENTIAL JOB FUNCTIONS: Provide rental and utility assistance to eligible low-income households. Develop client-driven housing goals to support the client's self-sufficiency. Collect and share information on available social services and resources in the Greater Pittsburgh area to support low-income individuals and families. Use knowledge of additional Resource Center funding streams to provide greater stability to households in the Housing Stabilization Program.

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

**Interested individuals can submit a resume and cover letter to
Linda Broman, Human Resources Director at lbroman@ywcaphg.org**

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.

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