Women’s Empowerment Initiative

Term: 12 months

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.

Mission Expansion Coordinator Fellowship

February 11, 2021, YWCA Greater Pittsburgh announced seven initiatives aimed at expanding its mission to advance racial justice and gender equity and provide support services for those facing barriers to educational or economic advancement. Phase One plans to invest $10 million over the next three years in mission-critical initiatives.

YWCA Greater Pittsburgh is looking for a Fellow to manage and report on its mission expansion portfolio. Reporting to the Chief Executive Officer, the Mission Expansion Coordinator will ensure all components of the initiative portfolio are launched and efficiently implemented to achieve the desired impact. For initiatives that have an existing Project Coordinator, the Mission Expansion Coordinator will serve as the liaison between the coordinator and the CEO. The ideal candidate has strong interpersonal skills, is organized, detail-oriented, flexible, able to communicate effectively (oral and written), and is an excellent team player.

Seven Mission-Critical Initiatives

1. **RESOURCE CENTER EXPANSION** to meet women and families’ basic needs through an enriched Resource Center.

2. **PAY EQUITY CAMPAIGN** – a collaborative effort to develop an action agenda to advance gender pay equity in the region.

3. **YWCA FELLOWSHIP PROGRAM** offering 6 to 12-month paid internships for adults re-entering the workforce or who had to leave due to COVID-19.

4. **STATEWIDE ADVOCACY INITIATIVE** launched in partnership with three sister YWCA Associations in PA to develop a statewide racial healing initiative.
5. **LIZ PRINE MEMORIAL FUND** - expanding the impact of the Liz Prine Memorial Fund, which honors the memory of a former YWCA Board Member by offering one-time grants to women that help them move towards financial stability.

6. **COMMUNITY COLLABORATION**: A partnership with POISE Foundation to support organizations focused specifically on the intersectionality of race and gender equity.

7. **WBE & MINORITY WBE RECOVERY** initiative to help women-owned and minority women-owned businesses recovering from the COVID crisis.

   *Pay rate for this position is between $15 and $20 per hour (35 hours/week) and includes a comprehensive benefits package.*

**Essential Job Functions**

- Coordinate the launch and implementation of the Community Partnerships and WBE/MWBE Recovery initiatives.
- Work in collaboration with other YWCA Greater Pittsburgh focus area to track and monitor mission expansion initiatives progress.
- Work with the Program Evaluation Manager to develop data collection and reporting protocols for initiative activities.
- Develop written communications for each mission expansion initiative which highlights the need, response, and impact to date.
- Participate in the design and review of data collection protocols for Mission Expansion Initiatives.
- Written communications that disseminate YWCA priorities and findings from research, programs, and projects.
- Assist the CEO with communication to local, regional, and state stakeholders and funders.
- Manage tasks and deadlines for multiple projects which include working collaboratively with staff at all levels and troubleshooting potential issues.
- Display consistent professionalism and courtesy when interacting with internal and external customers.
- Participate in YWCA professional development opportunities successfully implementing new skills, knowledge, and procedures.
- Perform other such duties as may be assigned within the scope of the Executive Office.

**Qualifications – Desired Skills/Knowledge**

- **A strong commitment to YWCA’s mission of eliminating racism and empowering women.**
- **Skills:** Advanced communication and interpersonal skills (written and verbal) that can unify/motivate people around our mission and a common cause or goal. Sensitivity, understanding, and open-mindedness toward diversity in all its forms. Strong planning, coordinating, organizing, and multi-tasking skills.
- **Education** – Associate, Business or Technical degree with 2 years of relevant experience OR High School diploma or equivalent with 3 years relevant experience.
• **Experience** – Proficiency in Microsoft Office including Excel, Word, and PowerPoint along with data entry and management. Familiarity in managing group communication and logistical details of meetings and events.

(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](#)

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