



**POSITION:** Mission Expansion Coordinator – Up to 48 months  
(Reports to the Chief Executive Officer)

**DEPARTMENT:** Executive/Administrative

**WAGE/FLSA:** \$23.00 - \$25.00 per hour/Full Time – Non-Exempt (35-hour work week)

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YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- Ten (10) paid holidays
- Up to 26 days of paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

**JOB SUMMARY:**

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 three years in mission-critical initiatives.

YWCA Greater Pittsburgh is looking for a coordinator to track and report on the impact of 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).

**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>

## 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.

## ESSENTIAL JOB FUNCTIONS:

- Coordinate the launch and implementation of Community Partnerships for the LevelUp Gender Pay Equity Campaign.
- Work in collaboration with other YWCA Greater Pittsburgh focus areas 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.
- Ensure mission expansion initiatives are inclusive and aligned with YWCA Greater Pittsburgh's mission and values.
- Participate in the design and review of data collection protocols for mission expansion initiatives.
- Provide administrative and meeting support for mission expansion initiatives.
- Establish written communications that disseminate YWCA priorities and findings from research, programs, and projects.

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- 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.

#### **MINIMUM 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 3 years of relevant experience OR High School diploma or equivalent with 5 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.

***Equal Employment Opportunity Policy:*** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, ethnicity, origin, or citizenship, disability, 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 should notify a representative of the Human Resources Department.*

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**INTERESTED INDIVIDUALS CAN APPLY AT:**

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