YWCA Greater Pittsburgh (Downtown Site)

Women’s Empowerment Initiative

Term: March – September 2022

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.

Operations Support Coordinator Fellow

The Operations Support Coordinator Fellow is responsible for providing administrative support and technical assistance to the Director of Human Resources and the Vice President of Finance in the areas of benefits, recruitment, unemployment compensation, personnel records maintenance, disbursements, and accounts payable, accounting, file maintenance, banking, and annual audits. Individual must be able to interface with all levels within the Association, as well as external agencies. Work entails dealing with confidential and sensitive issues requiring a high degree of discretion and tact.

Pay rate for this position is between $15 and $17.50 per hour (35 hours/week) and includes a comprehensive benefits package.

Essential Job Functions

Human Resources

- Recruitment and Hiring
  - Manage and maintain job postings.
  - Coordinate schedule of phone screenings, interviews, and new hire orientation.
- Administrative Management
  - Maintain employee personnel files and conduct ongoing audits.
  - Send reminders to Managers and Directors one month before a performance review is due.
- Human Resources Management
  - Assist with overall review of billings for benefit plans, including health, life, disability, dental and 401 (k) plans including documentation preparation for enrollment, modifications, and cancellation.
Financial Services
  o Disbursements
    ▪ Reviews invoices for authorization, accurate cost center and project coding. Enters invoices into the accounting system.
    ▪ Prepare and process all agency wide spreadsheets/invoices for services provided to YWCA.
    ▪ Department file maintenance of vendor files and other files.
  o Accounting
    ▪ Enter general journal entries into accounting system.
    ▪ Assist with annual audit.
    ▪ Perform daily banking duties such as taking deposits to bank.

Qualifications – Desired Skills/Knowledge
- A strong commitment to our mission of eliminating racism and empowering women.
- 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 accounting software packages and applications. Experience with accounts payable systems and non-profit accounting systems preferred. (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]

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.*