



POSITION: Program Manager – Community Choice Demonstration
DEPARTMENT: Economic Advancement
PAY RATE: \$50,000 - \$56,530
35 hours/week – Exempt (FLSA)

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:

This full-time (grant-funded) position is responsible for implementing the Community Choice Demonstration program, a new housing mobility program offering mobility-related services to increase the number of voucher families living in opportunity areas. The Program Manager reports to the Director of Economic Advancement.

The Program Manager is primarily responsible for implementing and overseeing program services for the mobility program through the supervision of several program staff. The Program Manager will work closely with Allegheny County Housing Authority, Housing Authority of the City of Pittsburgh, and Allegheny County Department of Human Services, technical assistance partners, and research partners to implement the program as a part of a HUD-funded research study. The Program Manager may also carry a small caseload of clients. This role requires excellent communication skills, the ability to interact with a wide variety of individuals and groups, and the ability to lead a small team of people. The individual in this role must be skilled in written and verbal communications, possess a high analytical ability, and operate independently.

Interested individuals can submit a cover letter and resume at:

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

ESSENTIAL JOB FUNCTIONS:

- Maintain policies and procedures for the Mobility program.
- Function as a liaison between the Mobility program and Public Housing Agency (PHA) staff.
- Manage and oversee the Mobility program, including outreach with PHA partners and coordinating between YWCA Greater Pittsburgh, the PHAs, and the research partners.
- Oversee the program budget, including monitoring spending, processing financial assistance, and incentive requests, creating check requests, and producing reporting documents for the PHA.
- Identify and obtain commitments from social service agencies that can provide services to Mobility program clients through warm referrals.
- Monitor program compliance and performance through the program's case management system.
- Provide regular written and oral program updates to program partners.
- Provide regular compliance and performance reports to program partners.
- Supervise the Housing Coaches and Leasing Coordinator.
- Represent the Mobility program in the community through meetings, speaking engagements, and occasional interviews with the news media.
- Participate in interviews with the research partner and other research-related activities as requested.
- Carry a small caseload of clients participating in the program.

MINIMUM QUALIFICATIONS:

Bachelor's Degree (BS) in Social Work, Social Services, Public Administration, or a similar field; with three (3) years of relevant experience and at least one (1) year of supervisory/management experience **OR** Master's degree with one (1) year relevant experience and one (1) year supervisory experience; or eight (8) or more years of work experience in a related field. Knowledge of the Housing Choice Voucher program and experience in direct practice is preferred. Prior experience with a research evaluation is also desirable.

DESIRED SKILLS/KNOWLEDGE:

Knowledge of:

- Basic research methods, including randomization and informed consent procedures.
- Local, state, and/or federal safety net programs.
- The role systemic racism plays in shaping communities.

Skills in:

- Analyzing program data and developing reports.
- Writing formal and technical letters, reports, and procedures.
- Microsoft Office software, including Excel, Word, PowerPoint, Teams, SharePoint, and Outlook.
- Managing a small team delivering social services.

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- Case management, including developing rapport, building motivation, and coaching participants to meet their goals.

Ability to:

- Manage a program with limited oversight.
- Interpret, apply, and explain federal and agency regulations, policies, and procedures.
- Develop agendas and lead high-impact meetings.
- Tactfully mediate conversations between different program stakeholders, including sensitive issues related to equity and access to housing and services.
- Effectively lead a team and motivate employees to reach their highest potential.
- Effectively communicate with individuals and groups, including participants, property owners, PHA staff, and external stakeholders.
- Maintain a valid driver's license.
- Work occasional weekends and evenings, as needed.

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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