YWCA Greater Pittsburgh (Downtown Site)

**Women’s Empowerment Initiative**

**Term:** 6 to 12 months  
**Pay Rate:** $15-$20 per hour (35 hours/week) plus comprehensive benefits package.  
**Location:** Flexible combination of in-person and remote hours.

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.

**Program Coordinator Fellow, Center for Race and Gender Equity**

The Center for Race and Gender Equity provides training, organizes events, engages in advocacy, and builds 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 that are free from injustice. Working under the direction of the Community Engagement Manager, the Program Coordinator Fellow will provide support for programs and initiatives of the Center for Race and Gender Equity including Action Conversations on Race, Stand Against Racism Challenge, Pay Equity Campaign, Voter Registration, and Week Without Violence. We seek someone committed to intersectional approaches to social justice with a solid understanding of race and gender equity who is detail-oriented and organized.

As a member of the Center for Race and Gender Equity staff, the Program Coordinator Fellow has the exciting opportunity to contribute to the YWCA mission of eliminating racism and empowering women. The Program Coordinator Fellow will take an active lead for YWCA Greater Pittsburgh’s participation on the state-wide Racial Healing Initiative (RHI), a partnership with YWCA York, YWCA Lancaster, and YWCA Tri-County. RHI will create healing opportunities for community members, including but not limited to gatherings where individuals can connect with one another to resolve racial trauma through truth-telling and accountability actions.

**Essential Job Functions**

- Manage tasks and deadlines for multiple projects.
- Participate in data collection, data entry, and assessment of the Center for Race and Gender Equity programs.
- Attend meetings and training sessions associated with program development and implementation.
• Work collaboratively with YWCA staff and community stakeholders to increase the number of people who register for and attend YWCA Greater Pittsburgh programs, namely Action Conversations on Race, Stand Against Racism Challenge.
• Lead program implementation for the Racial Healing Initiative.
• Recruit and train volunteers, namely for the new Racial Healing Initiative that will require the engagement of social justice, faith, and grassroots community organizations.
• Interact with internal and external partners in a professional and collegial manner as a representative of YWCA Greater Pittsburgh and the Center for Race and Gender Equity.

Qualifications – Desired Skills/Knowledge

If you meet some, but not all the qualifications below, we still encourage you to apply.

• **A strong commitment to our mission of eliminating racism and empowering women.**
• **Skills:** Advanced communication and interpersonal skills. Ability to unify/motivate people around our mission and a common cause or goal. Sensitivity, understanding, and open-mindedness toward diversity in all its forms. Understanding of trauma-informed community development. **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 along with knowledge and experience with Google Drive, Zoom, and social media platforms such as Facebook and Instagram. Familiarity in managing group communication and logistical details of meetings and events. Comfortable with change, flexibility, and ability to adapt to shifts in work location, staffing, and organizational structure.

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 hoover 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](mailto:tyeager@ywcapgh.org).*