



**POSITION:** Program Coordinator - Career & College Readiness  
(Reports to the Director of Opportunity Pathways Programs)

**DEPARTMENT:** Opportunity Pathways Programs

**WAGE/FLSA:** \$22.18 - \$26.10 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:**

Reporting to the Director of Opportunity Pathway Programs, the Program Coordinator is responsible for overseeing projects and programs within the Opportunity Pathways department. The program coordinator must ensure quality projects/programs development and implementation, in the areas of but not limited to community outreach, recruitment, enrollment, data collection, maintenance of records and databases, preparation of reports, relationship building with community partners, partner families, and volunteers. The program coordinator for the department will promote and support the organization’s mission-driven culture by being committed to justice, equity, diversity, and inclusion for all. The Program Coordinator will collaborate with the Director of Opportunity Pathways to identify opportunities to grow department initiatives and support partner engagement.

**ESSENTIAL JOB FUNCTIONS:**

**Vision and Mission**

- Promote and support the mission, imperative, values, and goals of YWCA Greater Pittsburgh while maintaining performance standards.
- Proactively identify strategic opportunities to diversify and enhance program initiatives.
- Communicate the organization’s educational opportunity strategy internally and externally so that all employees and partners understand how it carries out the mission.

**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>

- Value, demonstrate, and promote diversity, equity, and inclusion.

### **Team Development and Leadership**

- Work in conjunction with co-workers and management to achieve Affirmative Action goals.
- Participate in internal and external professional development opportunities.
- Maintain a high level of consumer satisfaction.
- Maintain a high level of confidentiality when working with sensitive partner family, vendor, and contract information.

### **Program/Project Initiatives**

- Oversee all aspects of assigned projects/programs from development to implementation for the Opportunity Pathways focus area.
- Develop, plan, and coordinate projects, program models, and activities, for middle school and/or high school program participants.
- Facilitate/teach curriculum to program participants, during the out-of-school time at assigned partnering agencies and/or school districts.
- Create an effective teaching environment by acting as a role model, illustrating appropriate behaviors and ethics.
- Develop and maintain rapport with partner families, community partners, school personnel and volunteers.
- Maintains high levels of consumer satisfaction.
- Utilize strategies to support the social and emotional development of students.

### **Supervision**

- Supervise, train, and evaluate program educators, interns, and/or volunteers.

### **Program Evaluation and Reporting**

- Manage and monitor all program data including distribution, collection, and entry into tracking systems, such as Apricot and City Span.
- Compile and furnish project/program data both quantitative and qualitative for reports.
- Submit financial documentation such as receipts, invoices, etc. to supervisor in a timely manner.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree with two (2) years relevant experience and at least one (1) year supervisory/management experience **OR** Associates, Business, or Technical Degree, (Certification) with three (3) years relevant experience and one (1) year supervisory experience. This position requires progressive management and leadership experience to lead department programs and teams and manage multiple program budgets and regulatory compliance. Experience applying a diversity, equity, and inclusion lens to all people, processes, and program operations is an asset.
- Act 33/34 clearances, fingerprinting, NSOR (National Sex Offenders Registry) and criminal background checks are also required.
- Available to work occasional evening and weekend hours.
- Access to reliable transportation.

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## **DESIRED KNOWLEDGE & SKILLS:**

Knowledge of:

- The role systemic racism plays in shaping educational opportunities.
- Strategies to provide equal opportunities to all students.
- Culturally responsive program design.
- Student services and family engagement.

Skills:

- Ability to work with a diverse population of partner families from a variety of socio-economic and ethnic backgrounds.
- Ability to manage multiple projects/programs through application of efficient and effective organizational skills.
- Ability to manage and understand projects/programs by proactively addressing changes in conditions, operations, and the environment that will affect program outcomes.
- Ability to identify complex problems, evaluate options, and implement solutions that will improve the scope of the work throughout the department.
- Excellent verbal, communication, and organizational skills.
- Self-motivated, visionary, team player who can work effectively within the team.
- Proficiency in Microsoft Office along with knowledge and experience with Google Drive, Zoom, and Microsoft Teams.

## **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 work together to promote racial justice and reduce race and gender disparities. We deliberately address the challenges and celebrate the triumphs of living at the intersection of race and gender. As a part of Opportunities Pathways team, you will have the opportunity to support and advance our mission of eliminating racism an empowering woman by providing direct services and advocating to support marginalized individuals and families, especially women and girls of color. We work collaboratively to reduce barriers and structural inequities by helping youth and teen girls use their voices and by empowering them toward pathways for economic success.

***Equal Employment Opportunity Policy:*** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee because of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, 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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**INTERESTED INDIVIDUALS CAN APPLY AT:**

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