Women’s Empowerment Initiative

Term: March through 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.

Resource Center Fellow

YWCA Greater Pittsburgh’s Resource Center is a community resource for strengthening connections between families, friends, and organizations that provide services and support to remove barriers and disparities which hinder families from maintaining self-sufficiency. The Resource Center Fellow will use information on the Resource Center’s current grants and services to identify client’s needs and connect them to internal and external resources.

Pay rate for this position is between $15 and $20 per hour (35 hours/week) and includes a comprehensive benefits package.

Essential Job Functions

Client Services

- Provide a high level of customer satisfaction.
- Communicate proactively with client and other social service agencies through oral, written, and electronic communication.
- Provide clients with accurate paperwork needed to apply to the Resource Center through mail, email, fax or in-person meetings.
- Assist with the processing of Resource Center grants including contacting clients to review application processes and collect information.

Qualifications – Desired Skills/Knowledge

- A strong commitment to our mission of eliminating racism and empowering women.
- Education – High School diploma or equivalent
- Experience – Minimum of 2 years in a high-paced, client-facing, administrative, or communications setting.

(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.

Print Name: ____________________________________________________________

Sign Name: ____________________________________________________________

Date: ___________________________________________________________________