



**POSITION:** Youth Services Curriculum and Events Specialist

**DEPARTMENT:** STEM Education

**PAY RATE:** \$17.00 to \$21.00/hour

**JOB SUMMARY:** Through the lens of the Intersectionality of Race and Gender, the Curriculum and Events Specialist will develop and plan high quality curricula and events that seamlessly thread the YW mission and strategic plan into the objectives of all programs. The Youth Services/Curriculum and Events Specialist is responsible for overseeing, developing, and implementing assigned projects/programs within the STEM Education Department.

**MISSION IMPACT:**

Responding to the under-representation of women, especially women of color, in STEM fields, YWCA provides after school STEM (“Science, Technology, Engineering, and Mathematics”) education for girls. Our programs work to nourish girls’ interests in STEM, improve their in-school performance, and equip them with the workforce and life skills that they need to thrive.

We teach girls to resist the stereotypes that sometimes discourage women and girls from pursuing these fields and provide them with an opportunity for holistic growth. YWCA also expands the impact of our STEM curricula by supplying training, materials, and resources to partner organizations that offer after-school programming to low-income elementary school children.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree with three (3) years relevant social service experience and one (1) year supervisory/management experience, preferred. Experience and skills will be considered in place of a degree. Must be able to pass and maintain a clean Act 33/34 clearances and FBI background check.

**KNOWLEDGE & SKILLS:**

- Understand the development and challenges of low-income youth. Ability to work with diverse populations of youth from a variety of socioeconomic and ethnic backgrounds.
- Knowledge of standards-based education and informal curriculum design and assessment.

Interested individuals can submit a resume and cover letter to  
Linda Broman, Human Resources Director at [lbroman@ywcaphgh.org](mailto:lbroman@ywcaphgh.org)

- Experience developing and implementing Science, Technology, Engineering, Math, Leadership, Work Force Development, Financial Literacy, Character Development, Life Skills, and College Prep projects/ programs.
- Experience recording and digitally editing educational videos. Knowledge of Adobe Premiere.

#### **ESSENTIAL JOB FUNCTIONS:**

- Oversees all aspects of assigned projects and events in the Youth Services & STEM Education Department.
- Plans, implements, and manages daily activities to include but not limited to maintaining online curriculum tools/resources, activities, presenters, trainings, outings, and, etc.
- Develops, obtains, and continually updates program/project curricula. Conducts trainings for Program Instructors, Coordinators, volunteers, and partners.
- Coordinates, implements, and manages ongoing participant and partner recruitment and retention.
- Manages and monitors all data distribution, collection, and entry into tracking systems. Compiles and furnishes project/program data figures for reports.
- Attends resource and networking events and meetings to promote all programs, projects, and services of the Youth Services & STEM Education Department.
- Conducts meetings with program instructors, Coordinators, volunteers, and partners.

#### **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.

**Interested individuals can submit a resume and cover letter to  
Linda Broman, Human Resources Director at [lbroman@ywcapgh.org](mailto:lbroman@ywcapgh.org)**