

URBAN LEAGUE OF GREATER PITTSBURGH

610 Wood Street, Pittsburgh PA 15222
Phone 412-227-4166 Fax 412-227-4870

JOB ANNOUNCEMENT

Department: African American Leadership
Development Institute

Position: Program Manager

Program: Black Female Leadership
Development Institute

Salary: Negotiable

Supervisor: Senior Program Director,
Education Initiatives

Hours: Full Time (including
some evenings and
weekends, as needed), Non
exempt

Program Profile:

The Urban League of Greater Pittsburgh's Black Female Leadership Development Institute is a community based approach to addressing the psychosocial needs of African American adolescent girls, ages 13-18 living in Southwestern Pennsylvania, through psychosocial education and support that challenge gender norms, and promote positive ethnic identity, a peer support group, mentorship, and social entrepreneurship.

Working in partnership with Penn State University (Greater Allegheny Campus), and Children's Hospital of Pittsburgh of UPMC (Elizabeth Miller, MD, PhD Chief, Division of Adolescent Medicine), the Black Female Leadership Development Institute program model utilizes a combination of evidenced-best practices that engage African American adolescent girls while combatting risk factors that lead to problem behaviors. The program model is built on a multifaceted approach to African American girls' psychosocial development implementing relational-cultural and trauma theory and strength-based approaches.

Recognizing the importance in challenging gender norms, the program model takes into account the developmental needs of girls at adolescence, a critical stage for gender identity formation and incorporates gender-specific elements in program delivery. The program serves a cohort of 45 African American females over a two-year period. Each year, the program will run for 10-11 months, beginning with participants attending a weeklong residential program in June and continuing with Saturday workshops twice monthly over the course of eight months (September – May). The participants will also engage in "Sister Circles" that will meet bi-monthly on Wednesdays (September-May).

Position Summary:

The ideal candidate for the position of the Black Female Leadership Development Institute Program Manager must possess a passion for and commitment to improving the lives and opportunities of adolescent girls. The Program Manager oversees the day-to-

day implementation of the Black Female Leadership Development Institute and must be able to articulate and project the vision, goals and objectives of the program as well as provide the hands-on programming direction and leadership inclusive of the 7-Day Residential Program, the core school-year program and other enhancement components. The Program Manager will be expected to demonstrate the ability to collaborate effectively with strategic partners, take direction well, and model exemplary leadership abilities.

Potential candidates must have a minimum of two years of field experience and or training working with adolescent girls and families in an out of school program setting; have excellent interpersonal skills, demonstrate a high degree of initiative, creativity and possess strong written and oral communication skills; and be able to work well with all levels of management, strategic partners, parents, community organizations and schools.

The Program Manager must be able to facilitate large and small group sessions and be at ease with promoting the benefits of the Black Female Leadership Development Institute to community stakeholders throughout the region. Additionally, the candidate must possess the ability to ensure: 1.) that program milestones are met, 2.) that participants stay engaged and connected, and 3.) that the program works within the outcome framework established. This is an ideal opportunity for a person with experience creating, managing, and driving high impact programs forward.

Program Outreach and Site Management:

The Program Manager is responsible for implementing activities that will achieve Black Female Leadership Development Institute's goals and outcomes. The Program Manager will work with communities and schools to maximize the marketing and outreach of the Institute. In addition, the Program Manager will oversee the training and supervision of all staff and volunteers (faculty, cluster leaders, and mentors); the coordination of the data collection management, and evaluation process including the creation, management and maintenance of a comprehensive database of students, faculty, family cluster leaders and activities; and ensure that program content is appropriate and that resources are utilized effectively.

7 Day Residential Program Management:

- Recruit and retain a diverse representation of African American adolescent girls whose demographics span across socio economics, academic and geographic parameters.
- Recruit a diverse and dynamic group of African American women volunteers (civic leaders, business professionals, educators and other successful role models) to serve as faculty whose role is to conduct workshops and/or keynote presentations addressing specified topics relating to program outcomes.
- Recruit, interview, hire and oversee orientation and training of highly vetted female college juniors and seniors from Penn State University to serve as "cluster leaders" who will be individually matched to groups of girls to provide monitoring and support throughout the residential program

- Plan and coordinate participant/parents 7-Day and school year detailed orientation sessions to review program expectations and details.
- Develop orientation and training materials for all residential program staff (faculty, and cluster leaders)
- oversee development of 7 Day Residential program to assure sessions are of appropriate quality
- Be present at all times during the residential program on campus to:
 - Oversee day-to-day activities of participants while on campus
 - Coordinate all logistics of residential stay &
 - Supervise all residential staff (faculty and cluster leaders)

School Year Program Management:

- Recruit, interview, and hire a team of individuals to serve as faculty for the school year Saturday Institute workshops
- Recruit, orient and train a diverse and dynamic group of African American women volunteers
- Mentoring component
- Oversee the development and implementation of the school year component
- Lead in creating the social media component of BFLDI for up to date communication outlets for youth.

Additional responsibilities:

- Plan events, outings, field trips, and quarterly luncheons with keynote speakers to include all participants and their sponsored guests.
- Provide information and research support to the Director of Education Initiatives to assist with funding proposals and program reports.
- Write and submit regular program progress reports and maintain accurate and current records relating to program evaluations, including tracking attendance and participation in year-round program. Administer follow up surveys with school and family to gauge change in participants' behavior and progress towards goals.
- Participate in the planning process of all BFLDI policies regarding such issues as participant eligibility, program requirements, and the development of programmatic timelines.
- Assist in the research for identifying the best practices for keeping students engaged after 1st year in BFLDI. Assist in developing appropriate incentives to keep participants engaged in the program.
- Promote BFLDI throughout the region via speaking engagements, community outreach, speaker's bureau, etc. Attend agency and community meetings to provide information on BFLDI services, requirements procedures and communications concerning program development and activities.

Note: The employee is expected to adhere to all Urban League of Greater Pittsburgh policies. The job specifications should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform and other related duties as may be required.

Experience

Qualifications and Skills:

- Master's Degree
- Related field experience and training; plus three years of program management experience.
- Mandated clearances and reporting required
- Computer proficiency in Microsoft Suite (Word, Excel, Publisher and PowerPoint).
- Proven track record managing programs and budgets
- Proven ability to garner support and respect of peers and colleagues and interact effectively with peers.
- Ability to coordinate logistics as well as ability to flexible and problem solve
- Skilled at: time management, problem solving, being a self-starter, ability to enroll and engage youth, being well organized and very attentive to details.
- Ability to create and maintain strong relationships externally
- Develop and create reports within necessary reporting deadlines, ensure timely submission of reporting, monitoring and tracking. Good writing and verbal communications skills.
- Current and valid driver's license and reliable transportation.

Interested candidates should forward a cover letter, 3 references (two professional, one personal) and resume to:

Ryan S. Scott M.Ed.
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