Urban League of Greater Pittsburgh

610 Wood Street

Pittsburgh, PA 15222

412-227-4210

Fax 412-227-4870

JOB ANNOUNCEMENT

**Department:** Family Growth & Child Development

**Position:** Project Director

**Program:** Duquesne Family Support Center

**Supervisor:** Director of FG& CD Department

**FLSA Status: Exempt**

**Note:** *The Urban League of Greater Pittsburgh will consider qualified applicants without regard*

*to race, national or ethnic origin, religion, sex color or handicap*.

**POSITION SUMMARY**

The ideal candidate has a strong commitment to improve the quality of life for families and children in the Greater Pittsburgh region. The candidate subscribes to a strength-based approach to service delivery and supports strong customer service for participants, staff and co-workers. He/she must be an innovative and creative individual who thrives on flexibility and change, is responsive to program and community needs, and is able to infuse a high level of energy into the workplace.

Manages the day-to-day operations of the Duquesne Family Support Center, including initiatives administrated through the center. Maintains center enrollment as required by the Scope of Services agreement with Department of Human Services of Allegheny County. Assists Director of Family Growth and Child Development with the management of staff. Maintains the operational budget of the center and seeks out additional funding opportunities. Establishes and maintains collaborative relationships with various child development, school, and community partners and advocates to further enhance the development of self-reliance and positive, healthy outcomes for families in the Duquesne community.

**ESSENTIAL FUNCTIONS**

* Coordinate and administer all programs for the Duquesne Family Support Center
* Orient, instruct, monitor and manage all staff and volunteers.
* Provide leadership to create an inviting center atmosphere for staff and participants.
* Administer all program budgets for family support programming
* Provide facilities management
* Ensure compliance with contractual program goals and outcomes through supervision, data monitoring, and staff support including routine monitoring of all data submissions by staff using Synergy Database System.

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* Institute and execute appropriate programming to meet the needs of the community as identified by program participants.
* Develop a strong, collaborative working relationship with Allegheny County Department of Human Services.
* Attend activities, trainings, and networking events provided for the Allegheny County Family Support Network’s centers.
* Actively participate in community partnerships/collaborations.
* Maintain active roster of a minimum of 15-20 participants per family development specialist through pro-active recruitment and retention efforts.
* Assist in the identification of funding sources and writing proposals; develop and submit for review by the Director of Family Growth and Child Development strategic planning for center and department services annually.
* Prepares monthly, quarterly, annual, and other reports as required by the agency, funding sources, and collaborative partners.
* Provide direct oversight of participant transportation including regular vehicle maintenance, mileage and usage and reports

**Working conditions and physical requirements:**

* Ability to work a flexible schedule, including evenings, nights and weekends;
* Ability to lift, carry and otherwise move up to 30 pounds, on a regular basis;
* Ability to sit, stand, bend, kneel, reach, push, pull or walk for various lengths of time,

throughout the day;

* Ability to operate computer, fax/copy machines, telephone, calculator and general office equipment, on a regular basis to complete daily work responsibilities.
* Daily work in an office environment and with frequent travel to homes and sites, that may include exposure to weather conditions;
* Ability to travel to meetings, agency training and other miscellaneous work assignments

within or outside of Allegheny County;

* Must have a valid Pennsylvania Driver’s License, auto insurance and accept travel

assignments, as directed by the program.

**Qualifications:**

* Bachelor’s Degree in human services, early childhood, business, or related field, plus three years management experience preferred.
* Excellent interpersonal, verbal and written communication skills.
* Computer proficiency in Microsoft Word, Excel, Publisher, and Access
* Demonstrated knowledge of family and child development and community resources.
* Demonstrated budgeting and personnel management skills
* Family Development Credential Certification is a plus
* Act 33/34 and FBI Clearances required within 30 days of hire

**Note: This should not be construed to apply that these requirements are the exclusive standards of the position. Incumbents will follow and perform any other related duties as assigned.**

**Interested candidates should forward a cover letter and resume to:**

Urban League of Greater Pittsburgh

c/o Denise Hill

610 Wood St.

Pittsburgh PA 15222

[dhill@ulpgh.org](mailto:dhill@ulpgh.org)

**Posting:**

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**