

**Urban League of Greater Pittsburgh, Inc.
The Warner Center, 332 Fifth Avenue
Pittsburgh, PA 15222-2222**

JOB DESCRIPTION

Job Title: Employment Training Program Director
Department: Center for Economic Self-Reliance
FLSA:
Reports To: Director for the Center of Economic Self-Reliance
Salary: \$60,000

Note: The Urban League of Pittsburgh will consider qualified applicants without regard to race, ethnic origin, religion, sex, color or handicap. Continued funding for this position is contingent upon annual appropriations.

Position Summary:

Develop, initiate and implement employment, training and supportive service activities to project participants. Maintain contact with local/state workforce development and aging-related organizations and national program staff to assure effective program implementation. Coordinate orientation, training and job development activities for project participants.

Position Responsibilities:

Coordinate project to assure goals and objectives are met in accordance with sub-grant and federal guidelines
Coordinates recruitment, training, and supportive services
Coordinates counseling, orientation, and pre-job training
Develops jobs and placements for participants in community-service organizations
Actively works with employers to transition participants into unsubsidized employment
Supervises project staff, which includes participant assistants
Provides program and financial reports to NUL, including successes and problems
Implements quality assurance processes to ensure data integrity

Qualifications:

Bachelor degree (Master degree preferred) in one of the social sciences and/or an acceptable combination of related education and training. A minimum of five years related work experience to the aged. Must possess the ability to write and analyze data for reports and to function in a supervisory capacity. Demonstrated ability to successfully manage Federal contracts, meeting service level goals within budgetary constraints.

Knowledge and Skills:

Minimum of three (3) years supervisory experience
Strong oral and written communication skills
Excellent interpersonal skills
Knowledge of modern management principles, practices and methods
Familiar with local, state, regional and national senior service providers
Commitment to agency values
Internal audit development and implementation
Strong team player
Computer literate
Grant writing experience

Physical Demand: Must be able to reach, stand and bend on occasion.

Work Environment: The noise level in the work environment is normal for an office environment

General Sign-off: The employee is expected to adhere to all agency policies. Act 33/34 Clearances may be required.

Note: This Job Specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by their supervisor.

Application Procedures:

Submit application and updated resume to Victoria Goins, Director for Economic Self-Reliance, Urban League of Greater Pittsburgh, Warner Center, 332 Fifth Avenue, Fourth Floor, Pittsburgh, PA 15222.

Salary USD 60,000

Job Type Employee

Job Status Full Time

332 Fifth Avenue, Fourth Floor

Pittsburgh, PA 15222

US

Standard Apply: vgoins@ulpgh.org

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Email : vgoins@ulpgh.org
