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**URBAN LEAGUE OF GREATER PITTSBURGH**

332 Fifth Avenue, The Warner Center, 4th Floor, Pittsburgh PA 15222

Phone 412-227-4802 Fax 412-227-4162

JOB ANNOUNCEMENT

**Department:** Youth Leadership Department

**Position:** Program Manager

**Program:** Black Female Leadership Development Institute

**Salary:** $43,500

**Supervisor:** Associate Director, Youth Leadership Department

**Hours:** Full Time (including some evenings and weekends, as needed), Nonexempt

**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 will serve a total of 70-90 African American female high school students, representing both city-wide and Homewood neighborhood cohorts. Each year, the program will run for 10-11 months. The participants will attend a weeklong residential program at a Penn State campus, Saturday workshops monthly over the course of eight months (September – May), and weekly meetings that will include a combination of “Sister Circles”, leadership development activities, technology, Girl Scouts, and participatory action research (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 engaging 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 that: 1.) program milestones are met, 2.) participants stay engaged and connected, and 3.) the program works within the outcome framework established. 4) they are maintaining a clear and consistent line of communication with the associate department director and the Black Male Leadership Development Institute (BMLDI) program manager. This is an ideal opportunity for a person with experience creating, managing, and driving high impact programs forward, who works well collaboratively and independently.

**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, as well as to build and strengthen partnerships.
* The Program Manager will manage multiple cohort sites and 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 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 cultural, 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 a 7-day orientation, including detailed orientation sessions for parents and participants prior to the school year, to review program expectations and details.
* Develop orientation and training materials for all residential program staff (faculty and cluster leaders).
* Oversee the development of the 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
* Foster mentoring component in conjunction with the Development Department
* 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:**

* In coordination with the Associate Director of Youth Leadership Department, develop and execute

 a planned neighborhood expansion for target neighborhoods.

* Assist in the planning, development, and execution of youth leadership conferences and summer programming.
* 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 Associate Director of Youth Leadership 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.
* Research best practices and develop appropriate incentives to identify how to keep students engaged in BFLDI.
* 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.

**Qualifications and Skills:**

* Bachelor’s degree in Education, Non-Profit Management, Business Administration, Social Work or a related field; an educational program administration and/or project management background is desirable. Master’s degree, preferred.
* Related field experience and training developing African American, female youth; plus three years of program management experience.
* Act 33/34 and FBIclearances are required.
* Computer proficiency in Microsoft Suite.
* 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 be flexible and problem solve
* Skilled at: time management, problem solving, being a self-starter, ability to engage youth, being well organized and very attentive to details.
* Ability to create and maintain strong relationships externally
* Good writing and verbal communications skills.
* Current and valid driver’s license and reliable transportation.
* Experience with facilitating educational experiences and group processes for at-risk youth.
* Skills in building relationships with young people with ability to both challenge and support them.
* Awareness of and involvement in contemporary Greater Pittsburgh issues impacting the African American community.
* Ability to interact with youth participants and volunteers virtually and in-person.
* An awareness and understanding of systemic issues and their impact on communities (particularly, African American female youth).

**Interested candidates should forward a cover letter, 3 letters of reference, and resume to:**

Autumn Moore, Ed.D.

Associate Director, Youth Leadership Department

Urban League of Greater Pittsburgh

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