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**Urban League of Greater Pittsburgh, Inc.**

**332 Fifth Avenue, 4th Floor**

**Pittsburgh, PA 15222-2222**

**Job Description**

**Position:** Director of the Center for Economic Self-Reliance

**Department:** Center for Economic Self-Reliance

**Supervisor:** Vice President of Programs and Services

**Salary:** Competitive

**Hours:** Full-Time (occasional evenings and weekends)

**Status:** Exempt

**Note:** The Urban League of Greater Pittsburgh will consider qualified applicants without regards to Race, ethnic origin, religion, sex, color or handicap.

**POSITION SUMMARY:**

The Director of the Center for Economic Self-Reliance leads workforce development planning and asset building services consistent with the Urban League of Greater Pittsburgh’s mission of connecting Southwestern, Pennsylvania residents with education and employment opportunities that prepare them to meet the skill demands of Southwestern, Pennsylvania area employers. The incumbent is responsible for operational and administrative functions of the Center’s programs and services. The Director provides effective leadership in developing comprehensive program plans; implementing and evaluating programs within the Center.

**ESSENTIAL FUNCTIONS:**

1. Develops and implements adult and youth workforce training and continuing education programs in coordination with regional workforce boards, employers, community colleges, universities, school districts, non-profit training organizations, and career centers.
2. Oversee work plans, outcomes, and progress of asset building programs (homeownership counseling, financial education, tax preparation, workforce development, digital literacy)
3. Ensures compliance with federal/state/local government and foundation contract performance measures, regulations, and funding commitments.
4. Develops and staffs the Center’s workforce and STEM education advisory committees.
5. Represents the ULGP to federal, state, and city policy makers; external workforce development entities, and industry representatives.
6. Ensures the functional and fiscal success of programs; oversees all fiscal processes for assigned program areas including developing annual budgets for assigned program areas; approves all expenditures related to the daily operation of the department.
7. Research, write, submit, and administer grant proposals for department activities.
8. Motivates and leads a high-performance management team; attracts, recruits and retains staff not currently in place; ensures mandatory staff professional education is completed.
9. Collaborates with the agency’s Executive Team about strategic planning, marketing efforts, and process improvement.
10. Measures and evaluates program performance against goals for the department and performance metrics of the organization strategic plan.
11. Performs other such duties within the scope of the Director of the Center for Economic Self-Reliance as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Knowledge of workforce development planning and development theories and practices
* Knowledge of current and future workforce employment needs and workforce funding streams, focusing on local and regional information, but including national and international information
* Knowledge of trends and best practices in youth workforce development
* Knowledge of program development and evaluation, including the development, systems, and tools for service integration and program implementation
* Knowledge of project management, including the ability to undertake several projects at once, by keeping track of project timelines, risk management and maintaining accountability of the various parties involved in the given project
* Ability to track progress towards identified outcomes through quantitative and qualitative methods and use data to monitor and improve program operations
* Ability to present professional research, agency recommendations, and reports at workshops, seminars, board meetings, and other public events.
* Ability to effectively communicate orally and in writing to a wide range of individuals.
* Ability to work under pressure, meet objectives and meet periodic, milestone, and final deadlines.
* Ability to establish and maintain effective work relationships both internally and externally.
* Strong leadership and management skills, with focus on staff development, accountability and achieving results
* Experience in writing and administering grants.
* Computer skills including the ability to operate outcomes performance software

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

* Ability to work a flexible schedule including evening, nights and weekends.
* Ability to lift, carry and otherwise move up to 15 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 utilize computer equipment to complete daily work responsibilities.
* Ability to operate fax/copy machines, telephone, calculator and general office equipment on a daily basis.
* Daily work in an office environment and with frequent travel to sites with exposure to weather conditions.
* Ability to travel for meetings, 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 on the job as directed by the program.

**EDUCATION**

Bachelor’s Degree in Business or Education with at least seven (7) years of relevant experience with five (5) years at a management level.

Master’s Degree in Business or Education with at least five (5) years of relevant experience with three (3) years at a management level.

**Act 33/34 and FBI clearances required**.

**Note: This should not be construed to imply 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 or email a cover letter and resume to:**

Victoria Goins

Vice President, Programs and Services

Urban League of Greater Pittsburgh

332 Fifth Avenue, Fourth Floor

Pittsburgh, PA 15222

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