



**Urban League of  
Greater Pittsburgh**

*Empowering Communities.  
Changing Lives.*

---

**The Warner Center  
332 Fifth Avenue, Fourth Floor  
Pittsburgh, PA 15222**

### **Job Description**

**Position:** Associate Department Director, Youth Leadership Programs  
**Department:** Youth Leadership Program Department  
**Supervisor:** Vice President of Programs and Services  
**Salary:** Competitive  
**Hours:** Full-Time (occasional evenings and weekends)  
**Status:** Exempt

### **POSITION SUMMARY**

The Associate Department Director, Youth Leadership Programs will be responsible for the operation, growth and success of the African American Achievement Trust (AAAT) Collective Focus Mentoring & Graduation Coaching Program and will have supervisory responsibility over the operation and continuing development of the Black Female and Black Male Leadership Development Institutes (BFLDI and BMLDI), including supervision of the Black Female and Black Male Leadership Development Institute Program Managers.

### **DUTIES AND RESPONSIBILITIES**

#### **Youth Leadership Department Supervision**

- Oversee and accountability for work plans, outcomes, progress and growth of all youth leadership programs.
- Ensure compliance with federal/state/local government and foundation contract performance measures, regulations, and funding commitments for AATCF, BFLDI and BMLDI programs.
- Identify and recommend, to the VP of Programs & Services, Cabinet and President & CEO, significant stakeholders for inclusion in Urban League of Greater Pittsburgh external relations and outreach plans and strategies, including committee membership, etc.
- Represent the ULGP to federal, state, and city policy makers; external workforce development entities, and industry representatives.

- Ensure the functional and fiscal success of youth leadership programs; oversee all fiscal processes for assigned program areas including developing annual budgets for assigned program areas; approve all expenditures related to the daily operation of the department.
- In collaboration with the VP of Programs & Services and the VP of Development & External Relations, help to identify funding gaps to be considered as prospective fundraising priorities.
- Collaborate with the agency's Cabinet and Development & External Relations department about strategic planning, marketing efforts, and process improvement.
- Measure and evaluate program performance against goals for the department and performance metrics of the organization strategic plan.

### **AAAT Collective Focus Program Management**

- Develop and implement on-site programming at University Prep and Westinghouse Schools and organize community meet-up activities to promote on-going programming year-round.
- Identify and recruit community partners; convene and attend partnership meetings to improve Pittsburgh community, Pittsburgh Public Schools, University Prep and Westinghouse Schools.
- In conjunction with ULGP Development & External Relations office, devise outreach plan to include recruiting volunteers throughout the program year to serve as guest speakers and mentors.
- Execute key annual program activities including the mentor and student orientation, graduation, the career panel, college visits and other relevant programming.
- In collaboration with life skill instructor and partners, develop and implement weekly lesson plans and activities that align with contract agreements and program goals.
- Responsible for compiling, writing and submitting monthly, interim and annual reports to agencies and funders detailing program progress, success, challenges, etc.
- Develop, manage and administer surveys and survey tools to help assess and measure program success, including gathering participant survey input.
- Manage and accountability for program budgets and expenditures.
- Manage and administer a caseload of 100 mentor volunteers and students to include processing applications, conducting phone calls and meetings and processing mentor clearances.

### **Overall Leadership**

- Manage, lead and mentor staff and promote a team environment across the organization.
- Evaluate performance, recruit and retain a high-performance team.

## **QUALIFICATIONS AND REQUIREMENTS**

- Master's degree required, preferably in education, public policy or related field.
- A minimum of three years of professional work experience.
- Experience with youth, curriculum development, strategic planning, recruitment, grant-

writing, and volunteer management or supervisory experience.

- Computer skills including Microsoft Office products, Publisher, outcomes performance software, others as required.
- Knowledge of trends and best practices in youth 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.
- Familiarity with and realistic understanding of prominent and recurring obstacles and barriers faced by African American youth and families in Southwestern Pennsylvania.
- Exceptional interpersonal skills and ability to communicate orally and in writing to a wide range of individuals.
- 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.
- *Act 33, 34 and 154 clearances are required upon hire.*

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- General office environment with frequent travel, inside and outside of Southwestern Pennsylvania, subject to exposure of varying weather conditions.
- Flexible schedule including evening, nights and weekends.
- Light work: lift, carry and otherwise move up to 15 pounds on a regular basis.
- Sitting, standing, bending, kneeling, reaching, pushing, pulling, or walking for various lengths of time throughout the day.
- Utilization of computer equipment and operating fax/copy machines, telephone, calculator and general office equipment to complete daily work responsibilities.

#### **Application Procedures:**

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

**Victoria Goins  
Vice President of Programs and Services  
Urban League of Greater Pittsburgh  
The Warner Center  
332 Fifth Avenue, Fourth Floor  
Pittsburgh, PA 15222  
[vgoins@ulpgh.org](mailto:vgoins@ulpgh.org)**

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

**About the African American Achievement Trust**

Created by the Urban League of Greater Pittsburgh, the African American Achievement Trust (AAAT) is a group of visionaries representing the region's corporate, nonprofit, government, religious, civic and community sectors committed to responding to the needs of students in Pittsburgh Public Schools and working to affect a culture of academic achievement and success for the region's African American youth. The AAAT mentoring & graduation coaching program aims to encourage students grade 6-12 at Westinghouse and University Prep Schools to achieve academic excellence and post-secondary achievement via mentoring and life skills workshops. Program goals include on-time graduation, transition to following grade, achieving Pittsburgh Promise eligibility, increased exposure to college and career paths, and increased number of students who apply and enroll in post-secondary education and/or training.