

**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: $67,000 – $75,000**

**Hours:** Full-Time (occasional evenings and weekend

**Status:** Exempt

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

**POSITION SUMMARY:**

The Director of the Center for Economic Self-Reliance (CESR) oversees programs and services intended to move participants along a continuum to economic self-sufficiency. Programs include Urban Senior Jobs Program, Operation Home (homeownership program), Youth-focused STEM Programs, and the newly launched, high-impact, community-based Opportunity Brokers program. The CESR Director will maximize the potential of Urban League programming to connect Southwestern Pennsylvania residents with education, training and employment opportunities that result in measurable economic wins. The incumbent is responsible for the operational and administrative functions and of the Center’s programs and services

**ESSENTIAL FUNCTIONS:**

1. Oversee work plans, outcomes, and measurable progress of asset building programs (career prep and training programs, homeownership counseling, financial education, digital literacy, STEM programming for Youth and the Opportunity Brokers program.)
2. Embrace ONE Pittsburgh NOW strategic vision and especially nurture to fruition the emerging Opportunity Brokers Program.
3. Ensure compliance with federal/state/local government and foundation contract performance measures, regulations, and funding commitments.
4. Ensure the functional and fiscal success of CESR programs.
5. Motivate and lead a high-performance team; attract, recruit and retain staff; ensure mandatory staff professional training is completed.
6. Collaborate with the agency’s Executive Team about strategic planning, marketing efforts, and process improvement initiatives.
7. Measure and evaluate program performance against outcomes measurements for the department and performance metrics of the organization’s strategic plan.
8. Connect the Urban League of Greater Pittsburgh’s Opportunity Brokers program to adult and youth workforce training and continuing education opportunities or programs, including with regional workforce boards, employers, community colleges, universities, school districts, non-profit training organizations, career centers, the Pittsburgh Promise, Advanced Robotics Manufacturing Institute, Pittsburgh Technology Council and other forward-looking entities in Southwestern Pennsylvania.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Strong leadership and management skills, as demonstrated by success in team building, coaching and motivation.
* Ability to track progress towards identified outcomes through quantitative and qualitative methods and to use data to monitor and adjust behaviors to achieve measurable outcomes.
* Knowledge and experience in best practices in reducing/eliminating barriers and enabling individuals to acquire workforce skills for attaining desired employment
* Knowledge of program development and evaluation, utilizing systems and tools for service integration and program implementation.
* Ability to effectively communicate orally and in writing to a wide range of individuals.
* Ability to present professional research, agency recommendations, and reports at workshops, seminars, board meetings, and other public events.
* Ability to establish and maintain effective work relationships both internally and externally.
* 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 including five (5) years at a management level. Or, Master’s Degree in Business or Education with at least five (5) years of relevant experience with three (3) years at a management level, preferred.

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

**Must provide proof of full COVID 19 vaccination status**.

**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:**

**Mia VanAmburg**

**Executive Assistant to the President & CEO**

**Urban League of Greater Pittsburgh**

**332 Fifth Avenue – Fourth Floor**

**Pittsburgh, PA 15222**

[**jobs@ulpgh.org**](mailto:jobs@ulpgh.org)