

## The Opportunity

The Urban League of Greater Pittsburgh (ULGP), an organization dedicated to the economic self-reliance, parity, power, and civil rights, of African Americans and other underserved in the Greater Pittsburgh area, seeks Family Center Worker/Van Driver partner with the Project Director and others on organizational initiatives as it expands and sharpens its strategic focus and impact.

We are looking for a dynamic individual with strong commitment to improve the lives of family and children in the community to complement our highly effective leadership team and support our outstanding staff. The ideal candidate will be a creative and innovative individual who work best when collaborating with others and will be energized by growth and change.

Because the Urban League of Greater Pittsburgh believes that our people are the only way to achieve our mission, we embrace and welcome those with varied life experiences who are committed and interested in the challenge of helping a historied organization reimagine itself. We welcome all qualified applicants who reflect the rich tapestry of the population and culture for whom the Urban League advocates regardless of ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, or experience with poverty or homelessness.

The ULGP offers a flexible, collaborative environment with a commitment to best practices, innovation, and growth. We welcome creative and hard-working team players who share a passion for securing economic self-reliance, parity and power, and civil rights for African Americans and other underserved urban residents.

**REPORTS TO: Project Director**

**FLSA STATUS: Full-time; Non-Exempt**

**STARTING SALARY RANGE: Commensurate with education and experience**

## Family Center Worker/ Van Drive

The Family Center Worker/Van Driver has a strong commitment to improve the quality of life for families and children in the Greater Pittsburgh region. Maintaining a strength-based approach to service delivery and supports strong customer service for participants, staff, and co-workers. He/she must be an innovative and creative individual who thrives on flexibility and change, is responsive to program and community needs, and is able to infuse a high level of energy into the workplace.

## Essential Functions

- Safely transporting families to and from designations
- Will collect initial intake information for participants in the program acting when available as greeter for the program.
- Ensure the safety of passengers by providing daily inspections of vehicles and making immediate reports for all maintenance needs to the Project Director.
- Ensure that initial contact with families is smooth and seamless and that families are appropriately directed to the proper person, provided internal and external resource information.
- Maintain and operate office equipment (e.g., copier, fax, computer, telephone system, etc.) and alert Project Director for any needs for service.
- Manage collection, input, processing, and reporting of data using the Allegheny County Department of Human Services Synergy data base system.
- Stamp all incoming mail by date and forward to appropriate staff.

- Collect and submit data for Urban League of Greater Pittsburgh reports including the demographic, central data base and unique child reports.
- Develop and implement developmentally appropriate activities for children who are participating in childcare during parent workshops and meetings.
- Implement childcare services and request staff assistance as needed to maintain quality care and mandated staff/child ratios.

## **COMPETENCIES**

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Problem Solver
- Child Care Experience

## **EDUCATION AND EXPERIENCE**

High School Diploma, Associates Degree in Administrative Office Management, or related field or 3-5 years of relevant work experience.

Current PA Driver's License, no traffic violations within the last 3-5 years and auto insurance.

Must provide proof of full COVID 19 vaccination status.

Act 33/34 and FBI clearances required.

The ULGP invites all applicants to include in their cover letter a statement about how your unique background and/or experiences can contribute to the diversity, cultural vitality, and perspective of our staff, students, volunteers, and supporters.