

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 a Family Resource Project Director to partner with families that reside in Duquesne and the surrounding area to improve the quality of life for families and children.

We are looking for an innovative social services professional with relationship building and coaching skills to complement our highly effective team and support our community. The ideal candidate will have a strength-based approach to service delivery and 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 storied 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: Director of Family Growth and Child Development

FLSA STATUS: Full-time; Exempt.

STARTING SALARY RANGE: \$38,000- \$45,000

Family Resource Project Director

The Family Resource Project Director will partner with the Director of Family Growth and Child Development to Manage the day-to-day operations of the Duquesne Family Support Center, including initiatives administrated through the center. Sustain center enrollment as required by the Scope of Services agreement with the Department of Human Services of Allegheny County. Maintain the operational budget of the center and seek additional funding opportunities. Establish and retain collaborative relationships with various child development, school, and community partners and advocates to further enhance the development of self-reliance and positive, healthy outcomes for families in the Duquesne community.

Essential Functions

- Coordinate and administer all programs for the Duquesne Family Support Center
- Orient, instruct, monitor, and manage all staff and volunteers.
- Provide leadership to create an inviting center atmosphere for staff and participants.
- Administer all program budgets for family support programming.
- Provide facilities management.
- Ensure compliance with contractual program goals and outcomes through supervision, data monitoring, and staff support including routine monitoring of all data submissions by staff using Synergy Database System.
- Institute and execute appropriate programming to meet the needs of the community as identified by program participants.
- Develop a strong, collaborative working relationship with Allegheny County Department of Human Services.

- Attend activities, training, and networking events provided for the Allegheny County Family Support Network's centers.
- Actively participate in community partnerships/collaborations.
- Maintain active roster of a minimum of 15-20 participants per family development specialist through pro-active recruitment and retention efforts.
- Assist in the identification of funding sources and writing proposals; develop and submit for review by the Director of Family Growth and Child Development strategic planning for center and department services annually.
- Prepares monthly, quarterly, annual, and other reports as required by the agency, funding sources, and collaborative partners.
- Provide direct oversight of participant transportation including regular vehicle maintenance, mileage and usage and reports.
- Perform all other duties as assigned.

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Analytical Person
- Strength-based approach with families.
- Case Management

EDUCATION AND EXPERIENCE

Bachelor's degree in human services, early childhood education, business or related field.

Three years of supervisory experience preferred.

Strength based Family Workers (SFW) credential a plus. Must obtain within one year of hire.

Must provide proof of full COVID 19 vaccination status or Medical or Religious exemption.

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.