

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 Program Manager for Black Female Leadership Development Institute (BFLDI).

We are looking for a dynamic, experienced human services professional with passion and commitment to improving the lives and opportunities of adolescent girls ages to complement our highly effective leadership team and staff. The ideal candidate works 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.

STARTING SALARY RANGE: \$45,000-\$50,000

Program Manager BFLDI

Under the supervision of the Director of the Center for Economic Self Reliance and or their designee, the Program Manager is responsible for providing hands on programming direction and leadership for the BFLDI. Using a community-based approach to address the psychosocial needs of African American adolescent girls ages 13-18.

Essential Functions

- Work with internal partners to devise a results-oriented recruitment strategy.
- Recruit and retain a minimum 25 to 30 participants, with expectation to multiply the number over time.
- Able to manage quality programs for multiple cohorts in varying locations.
- Oversee the training and supervision of all related staff and volunteers
- Ensure that program content is pertinent to goals and objectives and resources maximize impact.
- Foster mentoring component in conjunction with the Development Department, engaging key stakeholders where and when appropriate.
- In conjunction with supervisor, agree to and implement activities that meet Black Female Leadership Development Institute's goals and outcome measurements.
- Assure collection of quality, reliable data to confirm progress or need to adjust course toward outcome measurements.
- Provide success stories, program data and research support to assist with funding proposals and program reports.
- Research best practices and develop appropriate incentives to keep students engaged in BFLDI.
- Attend agency and community meetings to provide information on BFLDI services, requirements, procedures and communications concerning program development and activities.

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Leadership

EDUCATION AND EXPERIENCE

Bachelor's degree in Education, Non-Profit Management, Business Administration, Social Work or a related field; an educational program administration and/or project management background is desirable.

·Related field experience in developing African American female youth; three years of program management experience, preferred.

Must provide proof of full COVID 19 vaccination status.

Act 33/34 and FBI clearances required.

HOW TO APPLY:

Please send resume and cover letter with the name of the position and where you heard about it to jobs@ulpgh.org. No phone calls, please.

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.