

## 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 an Opportunity Broker to support the organization as it expands staffing and sharpens its strategic focus and impact.

We are looking for a vibrant, knowledgeable social services professional with strong coaching and relationship building experience to complement our highly effective team and support our mission. The ideal candidate will have excellent networking skills, 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, Center for Economic Self Reliance**

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

**STARTING SALARY RANGE: \$43,000-45,000**

## The Opportunity Broker

The Opportunity Broker will work in targeted communities to help move people from unemployed and underemployed to economic self-sufficiency. This role is a critical part of our One Pittsburgh Now strategy to reduce poverty in the region.

## Essential Functions

- Assist in the development, roll and integration of a new formulated program in the Pittsburgh communities of Homewood, Hill District, North Side and Mon Valley.
- Establish a paradigm for building relations and networks within the community and region to social services, opportunities for education, training, and employment, with other community resources in targeted neighborhoods, and with community- based individuals/influencers.
- In conjunction with partnering organizations, discover, continually refresh, and promote employment opportunities, jobs skills acquisition, and effective resources to successfully direct participants towards household sustaining work options.
- Identifying, enlisting, coaching, retaining contact with and tracking progress of unemployed and underemployed working aged adults along a continuum of progress points:
  - Improved access to job readiness, training and/or employment as evidenced by elimination of crises and barriers, provision of or connection to requisite resource.

- Improved individual career progression measured by promotions, hiring, raises, changes from less to more relevant fields, entrepreneurial ventures and growth, leadership positions.
- Utilize motivational interviewing to assess clients' needs and work with them to access resources to remove barriers to help them succeed.
- Ensures program compliance with contractual commitments to funder,
- Aligns service priorities with resourced training programs to maximize goal attainment, ensuring timely reporting and feedback effecting advocacy and policy standards.
- All other duties assigned.

### COMPETENCIES

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

### EDUCATION AND EXPERIENCE

Bachelor's degree, or a combination of equivalent experience and or education are preferred.

One year in social services, case management, or coaching.

Must provide proof of full COVID 19 vaccination status or request medical or religious exemption.

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](mailto: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.