

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 Senior Worker Training Program Director to partner with older adults and host agencies in a work-based job training program.

We are looking for a dynamic, experienced human services professional with strong leadership and project management skills to complement our highly effective leadership team and staff. The ideal candidate will be a creative and data driven self-starter 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 historic 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: Vice President Programs and Services

FLSA STATUS: Full-time; Exempt

STARTING SALARY RANGE: \$60,000

Senior Worker Training Program Director

The Senior Worker Training Program Director will develop, initiate and implement employment, training and supportive service activities to project participants. Maintain contact with local/state workforce development and aging-related organizations and national program staff to assure effective program implementation. Coordinate orientation, training and job development activities for project participants.

Essential Functions

- Coordinate project to assure goals and objectives are met in accordance with sub-grant and federal guidelines
- Coordinates recruitment, training, and supportive services
- Coordinates counseling, orientation, and pre-job training
- Develops jobs and placements for participants in community-service organizations
- Actively works with employers to transition participants into unsubsidized employment
- Supervises project staff, which includes participant assistants
- Provides program and financial reports to NUL, including successes and problems
- Implements quality assurance processes to ensure data integrity

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Grant Writing
- Supervisory Skills

EDUCATION AND EXPERIENCE

Master's degree (Preferred) or bachelor's degree in social services and 5 years of relevant work experience.

Minimum of 3 years of management/ supervisory experience preferably in the nonprofit arena.

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.