

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.

We are looking for a dynamic, experienced human services professional with strong organizational and relationship building skills to complement our highly effective leadership team and staff. The ideal candidate will have a HUD Housing Counseling Certification and 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.

REPORTS TO: Vice President Programs and Services

FLSA STATUS: Contract

STARTING SALARY RANGE: \$36,000

HUD Certified Housing Counselor

Under the supervision of the Vice President of Programs & Services and or their designee, the contractor is responsible for providing housing counseling services to move individuals and families along the continuum to economic stability and improved self-sustainability. This includes understanding credit, reducing debt, and creating asset building practices leading to homeownership. The guidelines for these services are governed by regulations promulgated by the funding sources and other internal directives.

Essential Functions

Commitment to total quality and continuous improvement in the delivery of HUD approved housing counseling and financial empowerment services.

Provide comprehensive housing counseling services in 1-on-1 sessions and group education counseling sessions.

Provides administration and oversight of homeownership counseling.

Review and explain credit reports to the client along with associated legal rights.

Develop an Action Plan in conjunction with client to meet client goals and objectives.

Supervise the Agency Financial Empowerment efforts across all Urban League of Greater Pittsburgh programs, including staff training.

Perform computer assisted functions using Counselor Max or any other designated data collection system

Manage caseload using sound case management guidelines.

Perform outreach and community workshops.

Perform any duties as may be assigned by the Vice President of Programs & Services or their designee.

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Certified HUD Housing Counselor
- Knowledge of Fair Credit Reporting Act, Credit Reporting and FICO Scoring

EDUCATION AND EXPERIENCE

Associates degree or equivalent social services work experience.

HUD Housing Counselor Certification required.

Must provide proof of full COVID 19 vaccination status.

Act 33/34 and FBI clearances required.

HOW TO APPLY:

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.