Position Title:
Keep it Clean, Oakland (KICO) Program Manager  
Summer 2015 – April 2016

OPDC Purpose and Vision

We build a better Oakland and help neighbors thrive. We envision a beautiful, well-designed, sought-after neighborhood, in which a diverse mix of residents and visitors flourish. For an overview of our programs, including those in housing, cleaning and greening, workforce development, youth leadership, community organizing and neighborhood planning, visit www.opdc.org.

Program Description

Keep It Clean, Oakland! (KICO) is OPDC’s volunteer-based, community beautification initiative. KICO manages a variety of programs including the annual Dumpster Project, the annual Good Neighbor Campaign, Adopt-A-Block, three public gardens, and Oakland Green Team staff support. By engaging student and resident volunteers in community-based cleaning and greening projects, KICO improves the physical appearance of the Oakland neighborhood and strengthens relationships between students and residents.

Position Responsibilities:

The incoming KICO Program Manager’s responsibilities will include, but are not limited to the following:

Supervising Student Court-Mandated Volunteers (CMVs) (40%)

- Serve as the point of contact for all CMVs and staff members utilizing CMVs
- Schedule and coordinate CMV projects as identified by community members, OPDC staff, and community partners
- Track CMV hours, provide confirmation letters and other administrative support as needed

Good Neighbor Project Management (25%)

- Act as liaison among residents, students, property owners, and university administrators in programming to improve relationships between students and permanent residents in Oakland.
- Recruit and supervise volunteers for neighborhood-wide canvassing effort during student move-in; manage production of all Good Neighbor marketing materials
- Promote, attend and distribute Good Neighbor materials at neighborhood block parties in partnership with the University of Pittsburgh.
- Partner with OPDC’s Oakwatch Coordinator on data-collection of neighborhood disruptions; track trends over time; survey students and residents on Good Neighbor project impact
General Volunteer Management (10%)

- Secure and organize all supplies for volunteer projects
- Administer Adopt-A-Block and Redd Up programs: recruit, schedule and maintain strong communication with student groups, track administrative information and oversee Adopt-A-Block cleanups
- Coordinate and oversee KICO events including the Dumpster Project and TreeVitalize plantings; must be available when events are held, which includes two or three Saturday mornings per month
- Coordinate United Way Day of Caring events with University of Pittsburgh’s Office of Community Relations (event is held in September) and other group projects throughout the year
- Promote a volunteer-based snow removal program for the winter months

Community Organizing (25%):

- Contribute to the leadership of the Oakland Green Team, assist in coordinating volunteer projects identified by the Oakland Green Team
- Recruit long-term residents to participate in Adopt-A-Block and other volunteer days
- Attend community meetings, often on weekday evenings, to foster engagement in the KICO program amongst community members

Position Qualifications:
The successful candidate for this position will be

- A self-starter who enjoys meeting and working with people from diverse backgrounds
- Able to manage large groups of volunteers while balancing community and agency goals
- A detail-oriented individual with the ability to manage multiple projects and goals simultaneously
- Organized and able to work independently or in a group
- Strategic about the continual improvement of the KICO program and utilizing the KICO program to implement The Oakland 2025 Master Plan: A Vision for Sustainable Living and Mobility.

Stipend & Hours:

This position is a paid graduate-level internship for one year from May 2015 to April 2016. The intern will work 24 hours per week during the school year and at least 30 hours per week during the summer. The schedule is flexible to accommodate community events and meetings, many of which occur on weekends and in the evenings.

OPDC will pay a stipend of $1,000 per month for the summer months (May-August) and $750 per month for the school year (September – April).
Position Title:
Women’s Employment Readiness Intern

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JobLinks Financial Opportunity Center -- Program Description

Our JobLinks Financial Opportunity Center team annually helps over 400 low-income neighbors apply for and retain entry-level jobs, coaches them to save and spend wisely, helps them build credit, and provides access to income supports (like food stamps and cash assistance) so that they can become independent and break out of poverty. Over 85 percent of our job seekers are women, and two-thirds of them are African-American. Most are unemployed or underemployed, face significant barriers to employment, and lack access to top employers. Many come to us through the City of Pittsburgh’s EARN program, and are considered part of its “welfare-to-work” cohort. Some have escaped domestic violence; others are starting over after raising kids. We specialize in helping women find jobs in the region’s growing health care sector. For an overview, visit www.joblinks.opdc.org.

Position Responsibilities:

Day to day work will vary in nature but include a lot a direct contact with our clients, assisting with job search activities and following up with those we place to encourage them over the first weeks and months of work. This is a hands-on position, great for someone thinking about a direct practice position with women facing significant odds in life.

- Assisting with client welcome, intake, and orientation
- Helping job seekers identify their own gifts and skills
- Creating professional-looking resumes and cover letters in Microsoft Word, and helping clients attach them to online job applications
- Setting job seekers up with email accounts, and teaching them how to send, reply and forward a message, attach their resume, all in a professional manner.
- Assisting clients with mock interviews, giving feedback and encouragement
- Designing and running small group workshops on topics such as “Applying for Food Stamps,” “Dressing for the Job You Want,” “How to Use Social Media in Your Job Search,” or similar topics.
• Helping clients apply for SNAP (food stamps), TANF (cash assistance), CCIS (child care reimbursement)
• Assisting program director with research, projects, and event planning
• Being a friendly presence at occasional community meetings to tell neighbors about OPDC’s larger community development and organizing goals
• Making follow up calls to clients to encourage them in their first jobs and to track job retention

Position Qualifications:
Successful candidates for this position will be warm and engaging, outgoing, self-motivated, mature, and comfortable working with clients on a one-on-one basis. The candidate would be adept at working within a largely African-American staff and client base, exhibit patience and kindness, and be able to keep client information confidential. A special interest in adults who are unemployed or underemployed is desired. Because of the need to assist job seekers with resumes and cover letters, we must only consider candidates who show good writing and communication skills in English.

Stipend & Hours:
This position is an unpaid graduate-level internship for one year from September 2015 to April 2016. Ideally the intern would be available three days a week, for 4-5 hours at a stretch. JobLinks’ busiest times are from 9:00 am to 3:00 pm, Monday through Thursday – we are able to work out a schedule within that time period.