Department/Program name: YWCA Greater Pittsburgh Center for Race and Gender Equity (CRGE)

Number of field placement positions: 1 (Most ideal for first year BSW or first year MSW COSA students.)

The YWCA Greater Pittsburgh Center for Race and Gender Equity (CRGE) is responsible for developing and implementing strategies and/or programs that address individual and systemic racism and gender inequity and directs the development and integration of the Association’s programs and initiatives around gender, race, and social issues.

The CRGE’s Senior Director and Program Manager serve as the Association’s lead for advocacy, racial justice, and diversity and inclusion efforts, including researching current information/changes about issues related to race and gender equity, advocating for the fair and equal treatment of all people, writing research summaries that advance the mission of the Association, developing and conducting training programs/presentations, and increasing internal and external partnerships and collaborations. Field Placement Interns shadow CRGE Staff, when possible, to observe these processes.

Our field placement goals for the 2015-16 fiscal year include possible opportunities in the following areas: (these may change, or may not all be available, depending on the availability of funds, staff, etc.)

- Assist with conducting research that focuses on resources, educational tools and curricula addressing human trafficking, fair policy, and civil rights (especially as related to race and gender.) Research makes up a large percentage of the CRGE Field Placement.

- Increase our year-round voter registration efforts and voter education and, but specifically in periods leading up to major elections.

- Expand the number of participants that participate in our Advocacy Month efforts (April), which includes expanding to include participation from multiple sectors in our Stand Against Racism.

- Continue to strengthen our efforts to offer our signature events, which include but are not limited to the following: Racial Justice Awards, Stand Against Racism, International Women’s Day, Week Without Violence. Increased outreach and education efforts are associated with each of these events and are aligned with the Public Policy priorities of the YWCA USA.
Young Women’s Christian Association  
Greater Pittsburgh  

JOB DESCRIPTION

JOB TITLE: Program Intern

Reports to: Director of Teen Services

FLSA Classification: Not Applicable

Grade: 1

Department: Youth Services and STEM Education

JOB SUMMARY:
The Program Intern works in conjunction with the Youth Services department to provide programmatic opportunities for our STEM Stars (middle school aged girls) and their families. The positions duties include: community outreach, recruitment, enrollment, and case management. Further responsibilities include coordination of Parent Committee workshops and events; maintaining participant records and databases; preparation of reports; assisting the Director with program and YWCA operations, including budget monitoring and ensuring accuracy of all documentation and correspondence submitted to the Director.

MINIMUM QUALIFICATIONS:
A student working towards their Master’s Degree at the University of Pittsburgh in the School of Social Work.

KNOWLEDGE AND SKILLS:
Enjoys working with middle school or high school students. Proficient in Microsoft Office products. Strong communication skills with both adults and children. Must possess a interest in the education field. Evening and weekend hours are required. Act 33/34 clearance, criminal background check and FBI fingerprinting clearance required. Demonstrates strong research, writing, and public speaking skills.

ESSENTIAL RESPONSIBILITIES:
• Implements and facilitates Parent Committee workshops at our Saturday Academy.
• Recruits and enrolls girls for YWCA STEM Stars Program.
• Work is normally performed in an office or classroom setting. Light to moderate physical activity.
• Displays consistent professionalism and courtesy when interacting with internal and external customers.
• Promotes and supports the mission, imperative, values and goals of the YWCA
• Maintain high performance standards.
• Works cooperatively and communicates effectively with YWCA support staff, parents, and members of the community.

• Participates in YWCA professional development opportunities; successfully implementing new skills, knowledge and procedures.

• Performs other duties as assigned within the scope of the Youth Services and STEM Education Department.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:
• Ability to lift, carry and otherwise move up to 15 pounds on a regular basis
• Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day
• Ability to utilize computer equipment to complete daily work responsibilities
• Ability to operate fax/copy machines, telephone, calculator and general office equipment on a daily basis
• Daily work in an office environment and with frequent travel to client sites with exposure to weather conditions
• Ability to travel for meetings, agency trainings and other miscellaneous work assignments within or outside of Allegheny County.

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The YWCA Greater Pittsburgh may change the specific job duties with or without prior notice based on the needs of the organization.

________________________________________  _______________________
Signature