



**Position:** Youth Outreach and Services Coordinator  
**Location:** Oak Hill, Pittsburgh, PA  
**Hours:** 40 hours/week; some activities off site and on evenings and weekends  
**Salary:** Commensurate with experience  
**Program:** Housing Opportunities and Services Together (HOST)  
**Dates:** May 30, 2014 - September 5, 2014; potential to renew into year-round position

### **ORGANIZATION**

The American City Coalition (TACC) is a nonprofit organization dedicated to advancing neighborhood revitalization in areas of concentrated poverty. We advance integrated approaches that respond to both place-based and people-based need; we drive public and private resources to work on behalf of low-income residents in underserved neighborhoods. The result is accelerated community transformation and improved quality of life for residents.

### **OUR MISSION**

For urban families to flourish in safe environments and to benefit from the full economic opportunity of American cities.

### **POSITION SUMMARY**

Reporting to the HOST implementation team, this position provides outreach and program promotion to young people living at Oak Hill Apartments, a highly successful mixed-income community in the Hill District of Pittsburgh. The Youth Outreach and Services Coordinator will develop rapport with Oak Hill youth and their families and coordinate a variety of program activities, services, and supports both on and off site to meet the needs of the youth. Specific duties and responsibilities will also include, but are not limited to, the following and may be subject to change.

### **RESPONSIBILITIES**

#### **Outreach and Community Development**

- Conduct outreach and program promotion to young people living at Oak Hill and to the community organizations that serve them.
- Identify and develop partnership opportunities with agencies, groups, clubs, and businesses in order to provide better services for Oak Hill's young people.
- In collaboration with the Youth Outreach Coordinator, identify emerging issues and needs in support services for youth.
- Coordinate program resource development including web pages, social media, advertising, flyers, etc.
- Participate in internal HOU and HOST team implementation meetings and external committees to communicate information, resolve challenges, and achieve the goals of HOST.

### **Program Coordination**

- Coordinate with all youth service programs currently working with Oak Hill youth.
- Coordinate the volunteers and interns leading programs and activities on and off site for Oak Hill youth.
- Coordinate ongoing programming including outreach, summer programs, activities, workshops, weekly drop-in and discussion groups for youth.
- Provide service user assessments, connections to support services, external referrals, and other peer support services as appropriate.
- Work with the Youth Outreach Coordinator to deliver program activities, workshops, social outings, as well as recreational, educational and other opportunities for youth.
- Maintain regular office hours to provide one-on-one information, assessment, referral, and peer support to youth.
- Conduct age-appropriate outreach to teens; encourage young people to engage in productive activities during their out-of-school time so as to reduce incidents of loitering, large gatherings, and disturbances in the community.
- Identify teens that have dropped out of high school or are at risk of not obtaining their high school diploma and provide targeted services to them.
- Document referrals provided to youth and maintain follow up records.
- Coordinate and promote leadership capacity building and training opportunities for youth.

### **Administration**

- With direction from HOU and TACC, develop, write, implement, and maintain an annual work plan and budget.
- Track program outreach and participation.
- Gather outcome data and statistical information for program activity. Prepare statistical and program reports.
- Implement mechanisms that allow for the continual assessment and evaluation of program activities.
- Demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

### **Qualifications**

- B.A. or B.S. in social work, community work, group facilitation, harm reduction, or experience relevant to the position; M.S.W. preferred.
- Cultural competencies appropriate for engaging youth of color from challenging backgrounds.
- Excellent knowledge of adolescent development principles, techniques, and resources.
- Minimum of two years working in human services and working with young people.
- Extensive knowledge of the complexity of issues relating to young people living in poverty.
- Experience working in strengths-based and peer-based support models. Experience providing assessment, referrals, and peer coaching/mentoring services.
- Excellent client service and interpersonal skills.

- Ability to set and maintain boundaries, as well as use discretion, judgment, and tact in handling sensitive or confidential information or situations.
- Experience fostering working relationships with other staff, volunteers, and key partners who have diverse interests in program participants.
- Strong time management, organizational, and planning skills.
- Excellent communications skills in English (verbal, written, and visual).
- Must be willing to work flexible hours including evening and weekend work.
- Strong computer skills including Microsoft Office, database, and internet programs.

**TO APPLY**

Interested candidates should submit a resume or CV and a cover letter to [hr@tamcc.org](mailto:hr@tamcc.org). Please include "Pittsburgh Youth" in the subject line of your email.