Urban League of Greater Pittsburgh, Inc.
610 Wood Street
Pittsburgh, PA 15222-2222
412-227-4215
(FAX) 412-227-4870

Job Description

Job Title: Program Manager

Department: African American Leadership Development Institute
African American Achievement Trust Collective Focus Program

Reports To: Senior Director of Education Initiatives

Status: Full-time

Note: The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race national or ethnic origin, religion, gender, color, sex or handicap

POSITION PROFILE AND SUMMARY

Under the direct supervision of the Senior Program Director of Education Initiatives, the AAAT Collective Focus Program Manager will supervise and manage the program on site, overseeing a caseload of 100 youth/adult mentor matches at Westinghouse and UPrep schools and the day to day implementation activities associated with the weekly mentoring sessions.

The African American Achievement Trust (AAAT) Initiative is an effort created by the Urban League and the African-American visionaries representing the region's corporate, nonprofit, government, religious, civic and community sectors to respond to the needs of students in Pittsburgh Public Schools and to affect a culture of academic achievement and success for the region's African American youth. The AAAT Collective Focus program aims to empower students grades 6-12 at Westinghouse and University Prep Schools to achieve academic excellence and post-secondary achievement through mentoring and life skills workshops. Some of the program goals are to ensure that students graduate on time, transition to the following grade, and become promise eligible; to increase exposure of college and career paths; and to increase the number of students who apply and enroll in colleges.

DUTIES AND RESPONSIBILITIES

Programming
- Implement weekly on site programming at University Prep and Westinghouse Schools from October to May for middle and high school students.
- Organize and plan meet up activities in the community during the spring and summer months to promote ongoing programming throughout the year.
- Attend scheduled partnership meetings for key partners including Pittsburgh Public Schools, the United Way, and Pittsburgh Public Schools University Prep and Westinghouse Schools.
- Actively recruit volunteers throughout the program year to serve as guest speakers and mentors.
- Execute key annual program activities including the mentor and student orientation, graduation, the career panel, college visits, and other relevant programs.
- In collaboration with life skill instructor and partners, develop and implement weekly lesson plans and activities that align with contract agreements and program goals.
Reporting and Evaluation

- Write annual report for funders to report on program outcomes.
- Submit monthly agency and funder reports to highlight program outcomes, success, etc.
- Maintain all paperwork such as sign in sheets and receipts organized for auditing purposes.
- Develop and revamp survey tools to measure program outcomes on an ongoing basis.
- Administer pre, post, and midpoint surveys for participants to assess program quality and outcomes.
- Analyze student GPA data each quarter for reporting purposes.
- Attend funder check-in meetings via in person and over the phone for reporting purposes.
- Manage various budgets and track expenditures.

Administrative

- Manage a case load of 100 volunteers and students by processing intake applications, ensuring that their paper work is complete, and facilitating check-ins phone calls and one-on-one meetings.
- Input participant data from applications into database management systems upon receipt as a part of the intake process.
- Process mentor clearances (FBI, child abuse, and criminal) as a part of the mentor intake process.

Supervisory

- Conduct regular check-in meetings with staff support to ensure a streamline of communication.
- Act as a role model and facilitate ongoing feedback to promote team comradery.
- Meet with building champions at the schools to communicate program needs.

All other duties as assigned, such as, but not limited to

- Implement policies and procedures to support program effectiveness and efficiency.
- Maintain strong relationships with students, mentors, school staff and partners.
- Engage new partners to support program goals and programming efforts.
- Create strategic plans that will support participant retention, recruitment, sustainability, growth, high quality, and that will engage parents.
- Attend Urban League of Greater Pittsburgh agency-wide/community functions.

QUALIFICATIONS AND REQUIREMENTS

Education

Bachelor’s degree in social work, education, public policy or related field (Masters preferred).

Work Experience

- A minimum three years professional work experience.
- Experience with youth, curriculum development, strategic planning, recruitment, and grant writing

Knowledge and Skills

- Superior professional writing and narrative writing skills ideal for report and grant writing.
- Unerring eye for detail and exceptional organizational skills.
- Ability to navigate computer programs (power point, publisher, word and excel)
- Ability to lead groups and supervise staff.
- Positive ‘can do’ attitude.
- Gregarious and approachable personality.
- Ability to work in fast pace environment.
- Strong problem solving skills and ability to mediate conflict.
- Demonstrate professionalism in all aspects.

**Note:** Act 33, 34 and 154 clearances are required upon hire.

**Application Procedures:**
Submit cover letter, three references and updated resume to Ryan Scott, Senior Director of Education Initiatives: rscott@ulpgh.org

**Posting Date:** June 6, 2017

**Approved:**
Ryan Scott, Senior Director of Education Initiatives
African American Leadership Development Institute

Date: 6/14/17

**Approved:**
Karen Garrett, Vice President of Programs and Services

Date: 6/14/17