



POSITION: YW Homes Fellow – March 4, 2024, to August 30, 2024
DEPARTMENT: Executive (Reports to Chief Executive Officer)
PAY RATE/FLSA: \$15.00 to \$20.00 per hour/Non-Exempt (20-to-35-hours/week)

[APPLY HERE](#)

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- Paid holidays
- Personal Time Off (Up to 10 days)
- Employee assistance program
- 403 B
- Professional development opportunities
- Twenty-five percent (25%) employee discount on childcare at YWCA Homewood location

YWCA FELLOWS PROGRAM:

The purpose of this initiative is to support workers in their pursuit of wage-sustaining careers. YWCA Greater Pittsburgh invites applicants for a variety of 6-month, full-time, paid fellowship positions. We seek applicants who are entering the workforce for the first time, re-entering the workforce, or transitioning between sectors. In a safe and supportive environment, Fellows will develop professional skills, build networks, and gain tangible work experience to propel their future careers.

JOB SUMMARY:

February 11, 2021, YWCA Greater Pittsburgh (YWCA GP) announced seven initiatives aimed at expanding its mission to advance racial justice and gender equity and provide support services for those facing barriers to educational or economic advancement. Phase One plans to invest \$10 million over the next three years in mission-critical initiatives.

YWCA GP is looking for a Fellow to coordinate an analysis of YW Homes Inc and develop a report on YW Homes Inc's impact and sustainability. In partnership with academia and community partners, YWCA GP is assessing the portfolio of 10 single family affordable homes that comprise YW Homes. Reporting to the Chief Executive Officer, the Fellow will ensure all components of the analysis are conducted appropriately and provide additional research and data analysis to develop a report to both the YW Homes, Inc. Board and

YWCA Greater Pittsburgh Board of Directors. The Fellow will also serve as the liaison between appropriate YWCA GP team members and the CEO. The ideal candidate has strong interpersonal skills, is organized, detail-oriented, flexible, able to communicate effectively (oral and written), able to interpret descriptive data analysis, and is an excellent team player.

DESIRED KNOWLEDGE, SKILLS, & ABILITIES:

- **A strong commitment to YWCA's mission of eliminating racism and empowering women.**
- **Skills:** Advanced communication and interpersonal skills (written and verbal) that can unify/motivate people around our mission and a common cause or goal. Sensitivity, understanding, and open-mindedness toward diversity in all its forms. Strong planning, coordinating, organizing, and multi-tasking skills.
- **Education** – Associate, Business or Technical degree with 2 years of relevant experience OR High School diploma or equivalent with 3 years relevant experience.
- **Experience** – Proficiency in Microsoft Office including Excel, Word, and PowerPoint along with data entry and management. Familiarity in managing group communication and logistical details of meetings and events.

(If you meet some, but not all the above qualifications, we still encourage you to apply)

ESSENTIAL JOB FUNCTIONS:

- Coordinate the analysis of the YW Homes Inc portfolio.
- Work in collaboration with other appropriate YWCA Greater Pittsburgh focus areas to track and monitor YW Homes financials and impact.
- Develop written communications for YW Homes that highlights the purpose, need, and progress to date.
- Conduct research, as needed, to support written communications related to YW Homes.
- Serve as a liaison between the CEO and community partners for YW Homes, Inc related activities.
- Assist the CEO with communication to the YW Homes, Inc. board, YWCA Greater Pittsburgh Board of Directors, and other key stakeholders.
- Manage tasks and deadlines for multiple projects which include working collaboratively with staff at all levels and troubleshooting potential issues.
- Display consistent professionalism and courtesy when interacting with internal and external customers.
- Participate in YWCA professional development opportunities successfully implementing new skills, knowledge, and procedures.
- Perform other such duties as may be assigned within the scope of the Executive Office.

ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are

paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

MISSION IMPACT:

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As a YW HomesFellow with YWCA Greater Pittsburgh, you will have the opportunity to support and advance YWCA Greater Pittsburgh's mission by providing direct services and/or advocating to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to equity.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: *YWCA Greater Pittsburgh will not discriminate against any applicant or employee based on age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, neurodiversity, disability, family status, marital status, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. YWCA Greater Pittsburgh also abides by the Crown Act.*

Applicants requiring reasonable accommodation for the application, prescreening and/or interview process should notify a representative of the Human Resources Department.