

Urban League of Greater Pittsburgh, Inc.
The Warner Centre
332 Fifth Avenue, 4th Floor
Pittsburgh, PA 15222

Job Description

Position: Black Male Leadership Development Institute (BMLDI) Program Manager
Department: Youth Leadership
Supervisor: Associate Department Director of Youth Leadership
Salary: \$42,500
Hours: Full-Time (includes evenings and weekends)
Status: Exempt

POSITION SUMMARY

The full-time BMLDI Program Manager, under the Associate Department Director of Youth Leadership, is the overall supervisor of the Black Male Leadership Development Institute and is responsible for managing/training the staff, developing programming curricula, and establishing and maintaining organizational structure for the program. The BMLDI Project Manager is the most visible person on a day-to-day basis for BMLDI. As such, the BMLDI Program Manager must articulate and project the vision, goals and objectives of the program as well as provide the hands-on programming direction and leadership for BMLDI. This position is chiefly responsible for coordinating all aspects of the planning and implementation of BMLDI for young male students for the core year-round program and other BMLDI programming aspects as they emerge. The Program Manager is expected to collaborate effectively with strategic partners in this program, take direction well, and model exemplary leadership abilities.

DUTIES AND RESPONSIBILITIES

Program Activities

- Maintain a clear and consistent line of communication with the associate department director;
- In conjunction with Development & External Relations staff, create and oversee the recruitment and outreach processes for engaging BMLDI participants;
- Be present at all times during the residential program on campus and oversee day-to-day activities of participants while on campus. Coordinate all logistics of residential stay and the orientation process along with Robert Morris University (RMU) assigned staff for campus affairs/student activities;
- In conjunction with Development & External Relations staff, recruit civic leaders, business professionals, educators and other successful African American role models to conduct workshops identified in the curriculum and as keynote speakers for the 7-Day Residential Program as well as
- during the school year program;
- Oversee the facilitation of year-round, monthly programming;
- Plan events, outings, field trips, luncheons with keynote speakers, graduation, and the Rites of Passage ceremony to include all participants and their sponsored guests;
- Research best practices for keeping students engaged after their first year in BMLDI. Develop appropriate incentives to keep participants engaged in the program;
- Oversee evaluation of program quality to ensure effective programming and use of resources.

Staff Management

- Coordinate with Department Director recruitment, interviewing and hiring of all program staff;

- Oversee the orientation and training of Family Cluster Leaders/mentors, including but not limited to developing orientation and training materials;
- Provide leadership and oversee management of all School-year staff and volunteers;
- Ensure all staff/volunteers meet job expectations and credentialing;
- Review performance of staff; provide regular feedback (written and oral);
- Conduct regular staff meetings;
- Identify professional development needs of BMLDI staff in conjunction with Department Director. Plan and lead professional development sessions.

Administrative

- In conjunction with Development & External Relations staff, create and oversee management of the social media and marketing of BMLDI;
- Assure ongoing processes for follow-up with students' pre- and post-BMLDI program to monitor long-term program impact;
- Oversee maintenance of accurate and current records and data relating to program evaluations, including tracking selected qualitative outcomes, student attendance, administration of surveys and assessments, participation in year-round program, and managing a comprehensive database of students, faculty, family cluster leaders and activities— past and future. Administer follow-up surveys and/or other assessments as developed with school and family to gauge change in student behavior and progress toward goals;
- Lead in developing BMLDI policies regarding participant eligibility, program requirements, participant conduct and culture, and the development of programmatic timelines;
- Complete or provide accurate, timely data for the completion of all internal and external reports required by the agency, National Urban League, funders and partners;
- Maintain and manage fiscal data, including budgets, revenues and expenses; provide monthly reporting;
- Maintain all staff/volunteer human resource records, including timesheets, personnel paperwork, clearances, etc.;
- Attend local, regional, statewide and national events and meetings, as assigned;
- Attend professional development activities and meetings related to youth leadership as required;
- Keep program in line with all policies, required mandates and laws as it pertains to youth programming.

Development and Program Support

- Under the direction of the Associate Director, build and maintain excellent relationships with regional and national African American organizations with a complementary mission to BMLDI.
- In collaboration with the Associate Director and in coordination with the ULGP Development & External Relations department, maintain ongoing relationships with partners to meet the objectives set in funded program grants;
- Provide expert representation and share best practices amongst partners and colleagues;
- Provide information and research support to assist with funding proposals and program reports;
- In cooperation with the Development staff and the Associate Director, seek out additional funding opportunities, partnerships and in-kind support as well as take the lead on proposal development;
- As authorized by the President & CEO, and under the auspices of Associate Director and the Development & External Relations department, promote BMLDI throughout the region via speaking engagements-- Community outreach, speaker's bureau, etc. Attend agency and community meetings to provide information on BMLDI services, requirements, procedures and communications concerning program development and activities.

Note: The employee is expected to adhere to all agency policies. The job specifications should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform aother related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

- Knowledge of evidenced-based youth development and retention strategies
- Experience with facilitating educational experiences and group processes for at-risk youth
- Skills in building relationships with young people with ability to both challenge and support them
- Awareness of and involvement in contemporary Greater Pittsburgh issues impacting the African American community
- Demonstrated commitment to civic engagement
- Developed public speaking skills
- Culturally sensitive
- Experience and competencies in working in a multiracial, multicultural environment
- Experience with the application of technology/social media and comfortable interacting with youth participants and volunteers virtually.
- An awareness and understanding of systemic issues and their impact on communities (particularly, African American male youth)

Working conditions and physical requirements:

- Ability to work flexible schedule, including evening, nights and weekends;
- 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 general office equipment on a daily basis;
- Daily work in an office environment and with frequent travel to sites with exposure to weather conditions;
- Ability to travel for meetings, agency trainings and other miscellaneous work assignments within or outside of Allegheny County;
- Must have a valid Pennsylvania Driver's License, auto insurance and accept travel assignments on the job, as necessary, to execute the program objectives.

Qualifications:

- Bachelor's degree in Education, Non-Profit Management, Business Administration, Social Work or a related field; an educational program administration and/or project management background is desirable; Master's degree in Education, Non-Profit Management, Master of Business Administration, or Social Work preferred.
- Experience working with male, African American, youth is required.
- Act 33/34 and FBI clearances are required.

Note: This should not be construed to imply that these requirements are the exclusive standards of the position.

Incumbents will follow and perform any other related duties as assigned.

Interested candidates should forward a cover letter and resume to:

Urban League of Greater Pittsburgh

c/o Dr. Autumn Moore

The Warner Centre

332 Fifth Avenue, 4th Floor

Pittsburgh, PA 15222

amoore@ulpgh.org