



Position: Assistant Director of Playful Pittsburgh Collaborative
Full-Time | Salary Range: \$46,000—\$50,000

Culture:

Trying Together’s mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

Purpose:

The Assistant Director of Playful Pittsburgh Collaborative is a champion for play who works with the Collaborative to promote and implement its mission to foster learning about and appreciation of the importance and value of play for individuals and communities throughout the Pittsburgh Region. This is achieved through offering advocacy and community resources that support children and families access to equitable play environments and experiences, and professional growth opportunities that help educators and leaders make well-informed decisions regarding learning environments and community planning. The Playful Pittsburgh Collaborative is an initiative dedicated to promoting the value of play at any age, is co-led by Trying Together and Pittsburgh Parks Conservancy, and operates in collaboration with member organizations and representatives. The Assistant Director of Playful Pittsburgh Collaborative is an employee of Trying Together and reports to the Director of Community Relations.



Responsibilities:

- Recruit and retain engaged Collaborative Member organizations and representatives who consistently elevate the importance of play in their work when possible.
- Coordinate and manage Collaborative Member meetings.
- Coordinate community engagement requests in partnership with the Collaborative to provide play-based activities and materials.
- Coordinate and manage the use and maintenance of play-based materials and resources including but not limited to Play Boxes, games, Imagination Playgrounds, and Rigamajigs.
- Coordinate and manage the Ultimate Play Day event annually.
- Coordinate and manage Collaborative initiatives in the Hazelwood community including but not limited to the Elizabeth Street Parklet and Hazelwood Play Trail.
- Work in collaboration with Trying Together Communications to manage play-based content creation and distribution including but not limited to emails, printed materials, public relations, social media, and websites.
- Promote and maintain the Collaborative's brand awareness and integrity.
- Work in collaboration with Trying Together Policy to identify play-based advocacy opportunities and mobilize communities to take action on them including but not limited to Recess Advocacy.
- Work in collaboration with The Homewood Early Learning Hub & Family Center to provide enrolled children and families with community-focused, play-based learning opportunities and resources.
- Work in collaboration with Trying Together Quality Initiatives to develop and deliver play-based professional development including but not limited to PQAS credit-bearing courses and UnConference events.
- Consistently use the NeonCRM platform to build relationships with constituents, record data that measure project performance, and support continuous quality improvement in the organization's resources and services.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.



Qualifications:

- Bachelor's degree in Child Development, Early Childhood, Community Development, Social Justice, Social Work, Sociology, Public Policy, Mental Health, Event Management, Communications, or a High School diploma and five (5) years of related experience.
- Strong organizational skills with an ability to manage multiple projects simultaneously.
- Strong oral and written communications skills.
- Ability to prioritize and execute tasks in an efficient manner.
- Enthusiasm for professional growth and ability to self-start.
- Someone with a playful personality who approaches challenges with curiosity and enthusiasm.
- Knowledge, interest, or experience in advocacy, communications, community engagement, and/or nonprofits is helpful.
- Ability to work with individuals from diverse backgrounds.
- Ability to work both independently as well as part of a team.
- Ability to work nights and weekends as needed.
- Ability to lift and/or transport 20 - 30 pounds regularly.
- Must own a reliable vehicle.

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.
- Valid Driver's License and proof of insurance.

Required Training:

- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).





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- PQAS Professional Development Instructor Certification (must be obtained within the first year of employment).

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Interested Applicants:

Applicants must apply at tryingtogether.applytojob.com/apply and upload their resume and three work-related references. Phone calls will not be accepted. Posting will remain open until filled.

