



**Position:** Program Coordinator

**Full-Time | Salary Range: \$40,000 - \$42,000**

**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 Program Coordinator for The Homewood Early Learning Hub & Family Center will perform general support to activities and responsibilities. This position provides direct support to the Hub & Family Center located at 7219 Kelly Street, Pittsburgh, PA 15208.

This position will work closely with the staff to ensure planning and operations for events are properly executed. The Program Coordinator will also lead small group programs when needed, including the managing and planning for events. The Program Coordinator will report to the Director of The Homewood Early Learning Hub & Family Center.

**Responsibilities:**

- Strong ability to build positive rapport with both parents and children.
- Actively participate in ongoing outreach/recruitment for the program.
- Actively participate in the development of and facilitate parent groups.
- Actively participate in the development of special events and celebrations with/for families.
- Ability to maximize program offerings to families from The Homewood Early Learning Hub & Family Center.
- Schedule meetings, including set-up and catering.
- Assist with office maintenance scheduling and coordination.
- Assist staff with projects as needed.
- Work effectively and collaboratively with community partner organizations.
- Maintain strict confidentiality.
- Must maintain files and complete all management information system paperwork accurately as required in a timely manner.
- Maintain the Hub & Family Center site and ensure a welcoming atmosphere.
- Relationships with or knowledge of the Homewood-Brushton community is helpful.





- Promote and support the vision, mission, and goals of Trying Together. To learn more, visit [www.tryingtogether.org](http://www.tryingtogether.org).
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- 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.

### **Qualifications:**

- Three years of related experience in early childhood education/development, or human/social services working with children and families. Continued education beyond high school is preferred.
- Demonstrate ability to work with diverse populations.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of the work.
- Competency with Microsoft Office, Google Docs, and Internet research.
- High level of organization skills.
- Effective written communications.
- Proactive approach.
- Ability to prioritize and manage multiple tasks simultaneously and work within deadlines.
- Well-developed oral and written communication skills.
- Experience presenting and running small group events
- Ability to work nights and weekends.

### **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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### **Physical Requirements:**

- Ability to lift and move 10 – 20 pounds.
- Personal transportation is a plus.

### **Benefits:**

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





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[tryingtogether.org](http://tryingtogether.org)

- Some flexibility is required, including weekend and evening hours as needed for events.

**Interested Applicants:**

Applicants must apply at [tryingtogether.applytojob.com/apply](http://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.

