



5604 Solway Street, Pittsburgh, PA 15217

412.421.3889
tryingtogether.org

Position: Program Coordinator

Full-Time | Non-Exempt

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 encourages its team, partners, and communities to interact compassionately and honor the range of cultures, ideas, and identities that root each person. Young children develop and learn by example; this means that children whose early learning environments reflect just actions, equitable opportunities, diverse representation, and inclusive approaches experience healthier interactions and build relationships that enable them to thrive.

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:

- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society by actively participating in professional growth opportunities.
- Actively work with peers to create a culture of belonging at Trying Together.
- Willingness to disrupt practices that do not honor children's, families', educators', and colleagues' humanity.
- Strong ability to build a positive rapport with children and their families, early educators, and community partners.
- Actively participate in ongoing outreach/recruitment for the Hub & Family Center.
- Actively participate in the development and facilitation of small events, group sessions for adult family members, and programs at the Hub & Family Center and assist staff with other projects as needed.
- Schedule and coordinate meetings including but not limited to catering, set-up, and tear-down.
- Assist with coordinating and scheduling regular office maintenance projects.
- 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 appearance and cleanliness of the Hub & Family Center and ensure a welcoming atmosphere.
- Relationships with and/or knowledge of the Homewood-Brushton community is helpful.
- Work collaboratively across departments within Trying Together to meet its mission and accomplish the work.



- Participate in initial and ongoing professional development for continuous learning and expanding one's professional knowledge base.
- 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.
- Other duties as assigned.

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.
- Competency with Microsoft Office and Google Suite products and internet research.
- High level of organizational skills.
- Take a proactive approach to problem-solving.
- 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 evenings and/or weekends a few times a month.

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.





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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).
- PQAS Professional Development Instructor Certification (must be obtained within the first year of employment for staff with a Bachelor’s Degree).

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.

