

Literacy Support Coordinator Urban Missionary

Position Status: Full Time | Salary | Exempt

Schedule: Monday – Friday during business hours and occasional evenings or weekends for events or training

Location: on-site at 2801 N. Charles St. Pittsburgh, PA 15214 (North Side)

Parking: Free parking is available on-site for staff members

Benefits: Fully paid medical, dental, vision, HRA, FSA, life, and disability; 401k contribution after eligibility is met; supportive and encouraging work environment; casual dress code

Who We Are:

Urban Impact is a Christian community development ministry that desires to see lives holistically transformed in the North Side community one person, one family, and one block at a time who, in turn, make a powerful impact locally and globally for Jesus Christ. Our mission is to do our part in fulfilling Christ's Great Commission on the North Side of Pittsburgh by following His model of holistic ministry by investing in the lives of at-risk children, youth, and their families to develop mature, responsible followers of Jesus Christ. If you are a dedicated follower of Jesus Christ and believe you are called to be a fellow worker in this mission, then we invite you to review the duties and qualifications listed below.

Summary:

The Literacy Support Coordinator position is for people who have firmly decided to commit their lives to the communication and demonstration of the good news of Jesus Christ on the North Side of Pittsburgh. This position is for a person who is prayerfully called to help at-risk children, youth, and their families develop holistically in an urban context. This position is a support-raised position that is required to raise funds to cover its salary. Also, there is a requirement that this employee must move to the North Side of Pittsburgh within a reasonable period upon hire.

Responsibilities:

1. Provide a vision for the Literacy Support Program and write a yearly strategic plan:
 - Work with Allegheny Traditional Academy principal and teachers.
 - Evaluate the causes and problems of education in the North Side community.
 - Evaluate the previous year's progress and adjust to meet the needs of the community/school.
 - Oversee the direction of the program and verify the need is met.
 - Evaluate assessment scores for progress.
2. Serve in other Education programs and Bible studies.
3. Volunteer recruiting, mentoring and care:
 - Develop and execute a plan for recruiting volunteers
 - Work with other literacy coordinators to conduct volunteer training throughout the season. Equip volunteers to make disciples of Christ.
 - Plan and execute end-of-season volunteer appreciation.
4. Disciple children, youth, and their families:
 - Build relationships with youth inside of the assigned program.
 - Work together with school administration, parents, and Urban Impact staff to bridge the gap between North Side schools and Urban Impact programs.

- Help integrate families into other Urban Impact programs.
5. Supervision of program:
 - Create a safe place by teaching and enforcing the loving atmosphere model and the discipline policy, following school policy when working inside a school building during school hours.
 - Assess and manage all emergency situations.
 - Train and equip all literacy support volunteers in best practices.
 - Work with teachers to best meet the needs of students involved in the literacy support program.
 6. Administration of program:
 - Coordinate with other staff members and volunteers to ensure that needed supplies and resources are present at the start of the program.
 - Coordinate season-ending celebration.
 - Attend scheduled meetings with the principal or school-appointed staff and director of the Education Department.
 - Collect registration forms, tracking sheets, and data needed to track students.
 7. 25% of work time to be dedicated to support-raising.

Required Skills and Experience:

- Proficiency in MS Word, Excel, PowerPoint, Outlook, and Publisher.
- Proficiency in multi-tasking and ability to establish priorities.
- Strong organizational skills.
- Ability to recruit, lead, supervise, motivate, and train volunteers and students in ministry.
- Ability to set and implement goals.
- Experience in teaching the Word of God
- Desire and sense a call to minister to inner city youth in Pittsburgh in a team setting through education
- Possess a passion and ability to share the gospel and lead children to Christ
- Desire to contribute to a team
- Ability to change plans and direction quickly
- Confident in leading a wide group of volunteers.
- Able to build relationships with school admin and teachers
- Model spiritual leadership and lifestyle consistent with the beliefs of Urban Impact

Education and Clearances Required:

- Bachelor's degree or equivalent experience
- National and state background clearances will be required.

Organizational Requirements:

- Minimum three-year commitment
- Urban Impact employees are expected to be a living example of the mission of Jesus. At Urban Impact Foundation, we don't just want our staff to be highly qualified in their professional skills. Since ministry is a holy calling, our staff must be believers in and committed followers of Jesus Christ, morally sound, and committed to the vision of Urban Impact. We require that our spiritual

beliefs, detailed at <https://uifpgh.org/our-beliefs>, are not only to be understood and believed, but also lived out in the everyday lives of our staff.

Physical Requirements:

- This position functions in a normal office environment that requires the ability to successfully interface with standard office equipment such as computers, printers, copiers, fax, telephones, etc.
- Frequent travel to local schools and venues for programs and meetings and move about various school buildings, athletic fields, and other facilities
- Frequently communicating with others to exchange information related to the position and mission of the organization.
- Frequently works in outdoor weather conditions during summer
- Frequently requires sedentary work that primarily involves sitting/standing
- Frequently Moving about to accomplish tasks or moving from one worksite to another.
- Frequently requiring physical ability to work around small children

How to Apply:

If you are interested in a growing, dynamic ministry and possess the job qualifications listed above, please email your resume, a cover letter of interest, and a brief statement of faith to:

humanresources@uifpgh.org.

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.