



PROUD HAVEN

a place to be home

Program Coordinator for Proud Haven

Job Description

Last Updated 12/30/2016

Proud Haven, a Pittsburgh based non-profit that serves, empowers, and advocates for homeless lesbian, gay, bisexual, transgender and queer (LGBTQ+) youth seeks a Program Coordinator to work part-time, up to 15 hours per week. This is the first paid position for a newer non-profit and thus flexibility and initiative are required and vital to the position's success. The Program Coordinator will be tasked with doing the following:

- Planning, implementing, and coordinating one or more programs committed to and stemming from the Mission, Vision, and Values of Proud Haven, including assistance with annual fundraisers
- Working with the Board of Directors on effective budgeting and submitting budget proposals for the planning and implementation of all programs
- Work with the Board of Directors on advertisement and marketing as it relates to all programs
- Report to the Board of Directors, with a specific day to day supervisor to be appointed upon hiring
- Attend evening Board of Directors meeting each month
- Proud Haven does not currently have an office space, and thus this position will require a level of flexibility and mobility
- Other duties as assigned and needed

Qualifications for this position include:

- At least two years of experience establishing programs or a demonstrable interest in working with LGBTQ+ youth, homeless youth, or at-risk youth.
- Up to date clearances through the State of Pennsylvania and FBI to work with youth
- Respect for and knowledge of what it means to work with LGBTQ+ and homeless youth
- Ability to work independently and take initiative
- Creativity and flexibility
- Experience planning and implementing large scale programs
- Good judgment and the ability to plan and accomplish goals
- College degrees and higher education may be considered as supplemental to years and types of experience
- Must have access to a computer and internet
- Proud Haven Board Members and their immediate families are not eligible for this position



Pay and benefits:

- The pay for this position is \$15 per hour with a cap of no more than 65 hours per month
- This is a temporary, one year position with the possibility of renewal
- Days and hours worked will vary, including some evenings and weekends
- Hours outside of scheduled meetings and events will be scheduled by the Program Coordinator
- Health and other benefits are not offered for this position

Interested applicants should provide a resume and a letter explaining their qualifications and interest in the position. To submit an application you can:

- E-mail materials to apply@proudhaven.org (preferred method)
- Mail materials to
Proud Haven
Program Coordinator Application
PO Box 99295
Pittsburgh PA 15233-4295
- Leave materials with Lyndsey Sickler at the Persad Center in Lawrenceville located at 5301 Butler St, Suite 100, Pittsburgh 15201.

References will be requested at the interview. **Applications will be accepted until January 31, position may be filled before that date.**

Proud Haven provides equal employment opportunities to all applicants without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, veteran status, or genetics. In addition to federal law requirements, Proud Haven complies with applicable state and local laws governing nondiscrimination in recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.