



Networks Coordinator

RATIONALE

UrbanKind Institute has become one of the most in-demand social science and community-engagement consulting firms in the Pittsburgh region. Our partners and clients recognize the value of our critical, people-centered racial justice perspective and the effectiveness of our community interaction and engagement strategies. In all our work, we work to eliminate barriers to families thriving in overburdened and under-resourced communities.

We accomplish this work through two of the networks that we convene, the Black Environmental Collective (“the Collective”) and Equitable and Just Greater Pittsburgh (“EJGP”). We are seeking an experienced **Networks Coordinator** to manage these networks as they continue to develop and mature. The Collective is a network of over 100 Black leaders whose mission is to advance just solutions that support Black communities’ ability to combat environmental threats to quality of life, food, environment/place, and climate throughout southwestern Pennsylvania. EJGP is a regional network of 400 individuals from over 150 organizations committed to advancing equity and justice to connect, learn, collaborate, build power, and create change across interconnected issues and places. EJGP’s mission is to push for equitable and just policies and programs to achieve transformational, people-centered change in Greater Pittsburgh.

PURPOSE OF THE POSITION

The Networks Coordinator will be responsible for the day-to-day management of both the Collective and EJGP. The Networks Coordinator will coordinate efforts to strengthen the profile and influence of both networks and their constituents. They will lead or assist in a variety of activities including program & data management, community outreach, building local partnerships, and research. The Networks Coordinator will assist the network directors in managing, implementing, and evaluating activities to fulfill the missions of the two networks. The Networks Coordinator reports jointly to the Directors of the Collective and EJGP. This coordinator will also work closely with other members of UrbanKind’s staff, especially the Communications Coordinator and Director of Operations.

CORE RESPONSIBILITIES

- Promote UrbanKind’s mission, values, and organizational policies to all stakeholders
- Network strategy:
 - Ability to identify network needs and to address those needs
 - Strategize with network directors about goals, priorities, and projects
 - Identify opportunities for network activities and growth
 - Perform additional research, monitor, and document the progress/efficacy of ongoing network strategies
 - Create and maintain documentation of network activities and progress
- Network logistics:

- Plan, coordinate, and execute meetings, including scheduling meetings
- Manage meeting logistics, agenda, and minutes
- Prepare materials for meetings and other activities
- Network communications:
 - Develop internal and external network communications with the communications coordinator
- Network data management:
 - Take thorough notes, as assigned, at network-specific meetings
 - Track meeting attendance and participation
 - Track network engagement and impact to ensure funding and network objectives are achieved
 - Manage email lists and contact databases
- Network outreach and relationships:
 - Attend meetings on behalf of network directors as necessary and report back to the appropriate director
- Network project management:
 - Attend meetings and manage network-specific projects and initiatives
- Other network activities:
 - Attend online and in-person meetings
 - Present at network and external meetings
 - Create educational and development tools for projects
 - Assist in proposal writing
 - Promote and ensure network best-practices

DESIRED QUALIFICATIONS

Reasonable accommodations will be made for individuals with disabilities to perform essential duties

Qualifications

- 2+ years or demonstrated equivalent experience in project management, issue-based advocacy, and community engagement preferred
- Possess knowledge of regional Environmental Justice issues and their intersections with social determinants of health
- Familiarity with Greater Pittsburgh Region is a plus
- Effective verbal, public speaking, presentation, listening and written communication skills
- Proficient in MS Office software and programs, g-suite applications, zoom; experience using project management software is a plus
- Strong analytical, critical thinking, and decision-making abilities
- Experience working with individuals of diverse backgrounds
- Strong work ethic with the confidence to work independently
- Ability to work successfully on multiple projects simultaneously
- Excellent interpersonal skills and the ability to work effectively as a team member
- Ability to perform work with a high level of attention to detail and accuracy
- Strong organizational and planning skills
- Ability to respectfully and effectively engage with staff and external partners, including community leaders and residents

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Be honest, respectful, and trustworthy
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics
- Enthusiastic to learn new skills and to grow as a professional
- Maintain a professional demeanor

WORKING CONDITIONS

Physical Demands

The Networks Coordinator may deliver programs in a variety of locations and may have to transport, lift, and carry equipment and supplies. The work may require long hours sitting and using office equipment and computers, which can cause muscle strain, and may be involved in several high-energy activities. Position requires travel within the region for meetings, training, and special events. Occasional out-of-state travel may be necessary.

Environmental Conditions

UrbanKind Institute is currently operating remotely for our day-to-day function, with occasional in-person meetings and events. It is expected that the person in this position will attend several meetings in the Greater Pittsburgh region throughout the year.

Mental Demands

UrbanKind Institute is committed to the mental and emotional wellbeing of our staff. We strive to prevent burn-out through flexible work schedules and regularly scheduled days off. We also intentionally support our staff with their personal needs as they arise.

COMPENSATION AND BENEFITS

Salary range: \$45,000 - \$52,000

Compensation is competitive and commensurate with experience. Benefits include health care, 401K, flextime, and paid time off.

This description is a summary of the functions of this position. Other duties may be assigned as needed. UKI reserves the right to review and adjust this job description as business needs dictate.

If you are interested in applying, please submit your resume and cover letter to Dr. Janora Bey at Jobs@urbankind.org

The initial closing date for applications is Feb 6, 2023. We will begin reviewing applications on February 7 and continue until the position is filled, with an anticipated start date of March 1, 2023.

UKI is an Equal Opportunity Employer

We are committed to providing individuals with criminal records, including formerly incarcerated individuals, a fair chance at employment for which they are otherwise qualified.