

**Allegheny County Housing Authority**  
625 STANWIX STREET, 12<sup>TH</sup> FLOOR, PITTSBURGH, PA 15222

**AUTHORITY POSITION AVAILABLE: Program Coordinator – Harrison Township Community Center**

This grant funded position, in the Housing Management Operations Department, reporting to the Associate Director, Resident Services, is responsible for implementing, monitoring, and compiling report information on the ACHA's funded federal, private and public grant programs at the Harrison Township Community Center. This person will act as a liaison between the ACHA, grant program service providers and other partners.

**Overview of Essential Job Functions:**

- Responsible for implementing, coordinating and monitoring all programs and program service providers at the Harrison Township Community Center, and specifically the structured recreational and educational programs to address the needs of at-risk youth in Harrison Township.
- Coordinate and provide technical assistance to on-site service providers and other agencies in their outreach, recruitment and service delivery efforts to at-risk youth in Harrison Township.
- Act as a liaison between the ACHA, at-risk youth, and outside agencies in the implementation of programs targeted to at-risk youth.
- Develop processes to monitor daily activities and initiatives related to the At Risk Youth Program. Perform monitoring of program and supervision of staff.
- Create monthly reports related to outcomes, milestones and concerns of all program initiatives.
- Conduct meetings and perform follow-up to resolve concerns or issues related to the At Risk Youth Program.
- Collaborate with and secure service commitments from community partners including but not limited to the Sheldon Park Resident Council and other service providers to enhance activities of the At Risk Youth Program.
- Coordinate with Highlands School District for afterschool tutoring and educational programs for at-risk youth.
- Establish, coordinate, and chair a Youth Partnership Committee with local service providers in the development of a comprehensive mentoring program.
- Develop and coordinate educational and recreational programs and services for the benefit of all Harrison Township residents
- Oversee the day to day operation of the building including opening and closing the building, scheduling and monitoring of programs and development of new programs and program partners.
- Complete and /or facilitate the completion of documents and reports related to grant including payment requests, reports to funder and any other documentation as required.
- Attend meetings as requested with all stake holders, including after business hour's meetings.
- Must obtain and maintain Act 33/34 clearances
- Must be available for work activities during evenings and weekends.
- Must possess and maintain a valid PA Driver's license; must have use of an insured personal vehicle
- Ability to work with youth from diverse socio-economic backgrounds.

**Education/Experience:** Associates or BA/BS degree in community or social service field preferred. Demonstrated knowledge and experienced in the provision of community social services, as well as grant writing, monitoring and reporting. Must be computer literate and proficient with Adobe and MS software.

**Salary:** \$35,000 - \$40,000

**As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.**

Date Posted: August 16, 2010

  
Frank Aggazio, Executive Director

An ACHA employment application must be submitted for consideration. Employment applications may be obtained at the ACHA Central Office or on the web at [www.achsng.com](http://www.achsng.com)

MAIL APPLICATIONS WITH RESUMES TO ALLEGHENY COUNTY HOUSING AUTHORITY, LEGAL/HR DEPT., 625 STANWIX STREET, 12<sup>th</sup> FL., PITTSBURGH, PA 15222 or EMAIL to [hr@achsng.com](mailto:hr@achsng.com)

AN EQUAL OPPORTUNITY EMPLOYER