

THE PITTSBURGH PROJECT
Homeowner Services Manager—Maternity Leave Position (March-August 2017)

VISION

That Pittsburgh will be called a City of Truth, where once again men and women of ripe old age will sit in the streets each with cane in hand because of age, and where the city streets will be filled with boys and girls playing there. (From Zechariah 8:4-5)

PURPOSE

We develop servant leaders and uphold the dignity of vulnerable homeowners.

RELATIONSHIPS

Work for the unity of the vision, staff, strategy, and programs. Maintain ongoing, intentional, respectful, and clear communication with Directors, Program Staff, Support Staff, and Constituency.

QUALIFICATIONS

1. Personal

- A commitment to following Christ in all dimensions of his/her private and public life
- A commitment to affirming the vision and purpose of The Pittsburgh Project (TPP)
- A commitment to providing excellent, welcoming, and caring service to all Service Camp inquirers, participants, and homeowners
- A commitment to serving on a team, along with nurturing his/her direct reports to reach their personal and professional potential

2. Professional

- Bachelor's degree in business, communications, youth ministry, or related field
- Three years of experience in social service agency, youth ministry, church, camping, or non-profit organization
- Strong verbal and written communication skills, administrative skills, event planning skills, professional presence, teamwork skills, and ability to juggle several tasks at once
- Proficiency in Microsoft Word, Excel, Access, Powerpoint, and Outlook, as well as Google Drive
- A hospitable, welcoming spirit

RESPONSIBILITIES

Overseeing all aspects of the SC programs & administration including Summer Service Camp, Weekend Retreats, Alternative Spring Break/Custom Trips, and One Day Plunges.

1. Service Camp Administration (for Summer/Weekend/ASB & Custom Trips/Plunges)

- Respond to all inquiries and questions related to service camp, as well as distribute and collect all paperwork and tuition from registered groups
- Responsible for all logistics, registration and administrative details for Service Camp, other than the home repair projects. Assign worksite groups, transportation, room assignments, cooler labels, update all notebook materials, and design t-shirt for Service Camp.

- Provide leadership and assistance to the Summer Service Camp Supervisor as he/she oversees staff training and orientation, mentors college students, and supervises all morning and evening Service Camp programming, activities, and participants
- Communicate food service, space and maintenance needs to Operations staff to ensure a well-run program

2. Service Camp Promotion & Recruitment

- Promote all service camp opportunities to colleges, churches, and businesses by representing TPP at local, regional, and national conferences, churches and organizational meetings
- Help set dates and pricing for all service camp programs at least 12 months in advance
- Be able to tell our story and promote our mission; build and maintain relationships with long-standing service camp supporters

3. Staff Recruitment

- Secure Service Camp CLUB Speaker and Band, as well as all staff to run Summer Service Camp, Weekend Retreats and ASB/Custom Trips
- Attend Jubilee, college fairs and fellowships, and other recruiting opportunities as needed, and maintain relationship with City Vision for interns

4. Volunteers

- Respond to inquiries, recruit, train, and track hours for volunteers in the Homeowner Services Department

5. Common Staff Activities

- Participate in weekly staff meetings
- Participate in occasional staff retreats
- Participate in other staff gatherings, as directed
- Assist in other areas as needed

SCHEDULE (40 HOURS/WEEK)

MTWRF, 9:00 AM–5:00 PM, with Saturdays & Weekends as needed for retreats and recruiting (Summer hours includes: Sunday: 11am-6:30 p.m.)

STATUS

Salaried with benefits

ACCOUNTABILITY

This individual will be accountable to

- Director of Homeowner Services
- Executive Director