



Sparkling Bold Thoughts

Youth Programming Coordinator

The World Affairs Council's mission is to convene and connect people around global issues to build a thriving, competitive, and inclusive Pittsburgh. Serving more than 2,500 students and 1,500 community members each year, the Council has established itself in its 94-year history as a regional asset in global learning. We envision a globally minded and globally connected world that is equitable and just for all.

Position Summary

The Youth Programming Coordinator is responsible for supporting the Council's portfolio of youth programming initiatives in alignment with the organization's strategic plan – with a specific focus on its flagship Global Minds program. The Coordinator will also provide administrative and logistical support to the Global Travel Scholars program, the Global Learning for a Local Workforce professional development program, the Youth Board and Youth Fellows program, and other Council events and initiatives.

Reporting directly to the Youth Programming Manager, the position's primary responsibility is to support school-based and youth-led programming. As the Council aims to serve underrepresented young people who historically have had limited access to global learning, the Coordinator will identify priority schools and organizations for programmatic outreach and will work to deepen and expand relationships within the region. The position requires a professional who is gifted at working with diverse stakeholders and committed to working with students as equals and amplifying youth voice in this By Youth, For Youth program.

This position is full-time at 40 hours per week and will be a combination of remote and in-person work with some program activities taking place on select evenings and weekends.

Candidates who are immigrant-origin, BIPOC, multilingual, and/or have diverse cultural and lived experiences are strongly encouraged to apply.

You're Excited About This Opportunity Because You Will...

- Apply effective project coordination and planning skills to develop educational programming aligned with the Council's strategic plan and By Youth, For Youth model.
- Utilize positive youth development and youth-adult partnerships principles in your work.
- Oversee the Global Minds Fellow, co-leading projects and providing mentorship and support.
- Collaborate with the team to curate educational resources, plan events, and provide on-site support for camps, conferences, seminars, and special initiatives, as needed.
- Proactively create and deepen intentional partnerships with schools and community organizations, support outreach and recruitment efforts to increase representation and participation of youth and educators from diverse lived experiences, and represent the Council within coalitions, meetings and events.
- Collect data to support the continuous evaluation of youth programming using agreed upon shared processes and metrics, including the tracking of Global Minds Chapter activities and attendance; communicate progress reports, highlighting areas of success and proactively identify areas for improvement and/or concern.

- Coordinate Global Minds Chapter growth and development, and the Chapter application and selection process, working in partnership with the Youth Board's Global Minds Subcommittee.
- Onboard new Global Minds Chapters and maintain consistent one-on-one meetings with existing Global Minds Chapters leaders and adult allies.
- Stay up to date on the latest research and data regarding best practices in students' future readiness, youth voice and leadership, youth-adult partnership, cultural humility, and diversity, equity, inclusion, and belonging.
- Accept new challenges and responsibilities to advance the Council's mission and support the Council's Youth Programming and other initiatives more broadly as needed.

We're Excited About You Because You Have...

- A minimum 2-3 years relevant experience in the field of education or youth development.
- Experience working with or mentoring youth or facilitating youth-driven projects, particularly in afterschool or out-of-school time programs.
- Deep understanding of and fidelity to youth voice and youth leadership.
- Excellent communication skills and enjoy building relationships.
- Proficiency in a foreign language, in addition to English fluency, and previous work with immigrant-origin youth.
- Familiarity working with adult allies including teachers and educators.
- Experience in community engagement and developing partnerships.
- Commitment to diversity and inclusion; ability to enthusiastically represent the Council to diverse audiences.
- Experience with, or willingness to learn, social media, Google Workspace, and other platforms to support communications, project management, and data tracking, such as Slack and AirTable.

Other Specifications

- Eligible to obtain ACT 33/34 Clearances and pass FBI background check upon hire.
- Valid driver's license and ability to provide own transportation for work-related travel is required.
- A laptop or personal computer, reliable access to WiFi, and phone are required.

Compensation and Benefits

- Salary is in the \$38,000 to \$42,000 range, based on experience
- Competitive insurance package
- Generous paid time off, including Federal Holidays and personal days
- Professional development opportunities
- Flexible remote work environment

Organizational Core Values

INCLUSION	We celebrate and embrace diverse lived experiences. We invest in relationships, elevate youth voice, and value all perspectives because we know a collaborative approach to our work is necessary to embody antiracism and pursue equity.
INQUIRY	We lead with curiosity. We ask questions and prioritize reflection as we strive for continuous improvement. We allow ourselves and those around us to be vulnerable in the pursuit of learning and growth.
INITIATIVE	We take action to solve problems. We meet challenges with a “can do” attitude, push ourselves to reimagine what could be, and take smart risks to find new opportunities and ways to be of service to others.
INTEGRITY	We build on a foundation of trust and reliability to consistently deliver quality. We take the time to prepare, hold ourselves and those around us accountable, and take a mindset of alignment and shared purpose into everything we do.

To Apply

To apply please email careers@worldpittsburgh.org with “Youth Programming Coordinator” in the subject line and include the following documents:

- Resume
- Cover letter with salary requirements and available start date

The World Affairs Council of Pittsburgh is proud to be an equal opportunity employer. We are committed to a culture of inclusion that celebrates and recognizes the strength in our diversity. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, veteran status, or any other characteristic protected by law.