



Human Rights Program Manager

POSITION DESCRIPTION

The Global Switchboard seeks a full-time *Program Manager* to support the work of the Pittsburgh Human Rights City Alliance.

The Global Switchboard is a nonprofit, nonpartisan organization that stewards a diverse network of people and organizations to promote human rights and social justice in the Pittsburgh region. To this end, the Global Switchboard supports collaborations for action including the All for All Coalition and the Pittsburgh Human Rights City Alliance (HRCA).

Pittsburgh HRCA convenes leading community organizations and concerned residents to support people-centered human rights in our region. Areas of focus include but are not limited to housing rights and racial justice within the criminal justice system. HRCA, with the support of The Global Switchboard and The Heinz Endowments, is working to create mechanisms to help the City of Pittsburgh and Allegheny County governments to better implement human rights policies and practices in their work. The *Program Manager* will lead this effort, working with the HRCA's Policy, Legislation, and Governance (PLuG) working group and coordinating with City and County Officials, community advocates, and local residents.

Our office is remote with weekly in-person meetings at flexible locations and occasional evening and weekend events. The work environment requires initiative and flexibility. A successful candidate is someone who can convene and work effectively with a variety of partners, is independent and confident in their work, has an ability to adjust to and take advantage of evolving opportunities for a nascent coalition, and is committed to teamwork and contributing to a participatory organizational culture.

Responsibilities

- Human Rights City Alliance member relations & engagement
 - Maintain strong relationships with community, ensuring members benefit from and participate in collaborative efforts
 - Communicate regularly with HRCA members with the support of the communications working group
 - Actively learn about members and their work
 - Outreach to potential new members
- Support HRCA working groups on housing rights; community safety; communications & education; and policy, legislation, and governance
 - Schedule and attend regular coordinating committee meetings
 - Provide administrative and follow-up support as needed
- Engage community members, local government officials, and other leaders to develop a human rights “blueprint” and “score card”

- Collaborate with Working Groups to develop “blueprint” detailing proposal for human rights policies and practices and “scorecard” detailing a way of measuring human rights policies and practices
- Research human rights policies and practices implemented in other cities
- Educate local officials and residents about human rights and how they can be adapted and implemented locally
- Outreach to community members and local leaders about their priorities
- Attend public local government and community meetings (e.g., City and County Council, School Board, coalition partner meetings)
- Support public events engaging local government leaders and the public on human rights issues
- Measure, report, and communicate internally and publicly

Knowledge, Skills, and Abilities Required

- Passion for human rights and possibility for change at a local level
- Ability to read and design policies, plans, and rubrics
- Priority setting and time management strategies
- Ability to work and coordinate with diverse and multi-disciplinary teams
- Verbal and written communication skills
- Creative thinking, ability to think outside of the box and problem solve
- Attention to detail
- Ability for independent work and flexibility
- Knowledge of public policy and local government a plus

Work Schedule: Full-time. Flexible scheduling.

Compensation: \$50,000/ year. This position is grant-funded through the first year with the possibility of renewing for a second year. Additional funding for this position is grant-dependent.

Benefits: The Global Switchboard will provide an additional stipend for health and dental insurance. Employees may participate in a 403(b) retirement plan after six months employment. The Global Switchboard provides twelve paid holidays (6 permanent and 6 floating) a year as well as 20 days of paid vacation during the first year of employment.

To Apply: Email a resume, cover letter, and list of at least three references to admin@theglobalswitchboard.org. Review of applications will begin on April 26, 2024. Applications will be accepted until the position is filled.

The Global Switchboard is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Global Switchboard’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs.