

**THE KINGSLEY ASSOCIATION**  
**6435 FRANKSTOWN AVENUE**  
**PITTSBURGH, PA. 15206**

Project Manager – Urban Leadership Institute III

*Job Description*

*About the Organization:* The Kingsley Association’s mission is “to inspire and promote our community growth as a physical anchor; social, wellness, and service program provider and thought leader.” Founded in 1893, The Kingsley Association (Kingsley) is a Community-Based Organization serving community residents and business owners mainly in the Larimer, East Liberty, Homewood, and North Point Breeze neighborhoods of Pittsburgh. Kingsley provides community education and training, health and wellness programs, and social services to youth, families, and seniors.

*About the Program:* The Urban Leadership Institute is focused on enhancing community capacity to create sustainable community principles and practices; focusing on accessing efficient energy retrofits that assess the reduction of resident’s use of electricity, water, and gas. The overall goal is to increase consumer demand for energy efficiency upgrade programs, while seeding innovations in Larimer that broaden access to financing for entrepreneurial ventures in conjunction with the redevelopment of Larimer as a Sustainable Community. The goal is to train local residents in energy audits skills and promote the development of entrepreneurial businesses in the East End of Pittsburgh.

This will be the third iteration of ULI; the goal for this iteration is to:

- Train community residents in green construction while giving them hand-on experience performing energy-efficient retrofits on homes in the Larimer Vision Plan designated “Green Zone.” This will provide support for the residents to determine their relocation choices and/or housing upgrades that seal the residents green envelope and increase the value of their homes.

The accomplishments of ULI-I and ULI-II were:

- ULI-I trained twenty (20) community residents in green technology, weatherization, financial literacy, and community organizing. ULI-I focused on increasing the number of minority residents that used the Weatherization Assistance Program in Allegheny County. Existing rate of use by minority populations was 30%; ULI-I increased minority participation in the WAP.
- ULI-II trained fifteen (15) community residents in BPI Certified Urban Energy Auditing. Participants learned entrepreneurial skills associated with the green collar economy, urban landscaping, retrofitting, and storm water management.

The ULI-III Program Manager will be responsible for:

- Planning, managing, and evaluating the ULI-III program.
- Managing the resources of partner organizations.
- Assisting the Associate Director of Program Development with the planning and instruction of the ULI-III classroom sessions.
- Planning and tracking the progress of the home retrofits and Net-zero Home construction process.
- Coordinating and supervising program participants to work on the construction taking place in Larimer.
- Sharing business experiences with program participants.

- Creating a relocation plan for Larimer residents affected by the plan to construct a recreational green space; managing face-to-face visits, interviews, surveys, and workshops.

Requirements:

- Bachelor's degree in related field and 5+ years of field experience **or** 10+ years of field experience with unique educational experiences.
- Relevant experiences in rehab construction and retrofits, green construction, real estate, and business development.
- Proven ability to lead training sessions, build consensus, develop leadership skills in community residents, coordinate teams, and manage group dynamics.
- Ability to work with the various community residents, business owners, and stake holders.
- Ability to read construction blueprints and manage construction projects.
- Current Act 33 and 34 and FBI Clearances required.

Must be able to demonstrate the following experience and skills:

- Excellent written, verbal and interpersonal communication ability.
- Ability to develop and carry out work plans with a minimum of supervision and manage multiple priorities.
- Cultural competency to work with residents from diverse backgrounds across boundaries of class, race, geography and socioeconomic status.
- Experience working with community leaders in a collaborative fashion.
- Self-motivated and skilled at working as part of a team.

Notes:

- The Kingsley Association will consider qualified applicants without regard to race, national or ethnic origin, religion, sex, color or handicap.
- Salary, work schedule, evaluation and other conditions of employment are in accordance with current Kingsley Association salary schedule and applicable policies.
- This is a grant supported position and is based upon annual renewal of grants, development of new contracts, and establishment of fees for services; the continuation of this position is subject to grant renewals and fiscal feasibility.

To apply, please submit your resume and cover letter to the Associate Director of Program Development, Fred Brown, at [fbrown@kingsleyassociation.org](mailto:fbrown@kingsleyassociation.org) by **September 28<sup>th</sup>, 2012**.