

Pittsburgh Racial Justice Summit Coordinator & Facilitator Job Description

The Coordinator and Facilitator is a key role within the Pittsburgh Racial Justice Summit, a 25+ year community-driven initiative dedicated to bridging the gap between various groups within the Greater Pittsburgh region. The Coordinator convenes a diverse group of volunteer community planning committee members from various backgrounds and facilitates them in an equity-centered, initiative-focused manner. This is a contracted paid role by way of partnership with YWCA Greater Pittsburgh.

Key Responsibilities:

- Coordinate Summit activities, scheduling meetings as needed based on planning committee decisions.
- Facilitate meetings with neutrality, ensuring all voices are heard and discussions align with the Summit's mission.
- Act as the key liaison between the planning committee and external partners, reaching out into the community to invite new stakeholders and foster broad participation.
- Convene volunteers from diverse backgrounds, creating a welcoming and inclusive environment.
- Work collaboratively in teams, building trust and ensuring the Summit's goals are met.
- Maintain organized records, including agendas, minutes, and action plans.
- Utilize technical skills in organization, document management, and note-taking to support smooth operations.
- Uphold the Summit's mission, centering racial equity, and ensuring all planning advances justice and inclusion.

Qualifications:

- Strong organizational and administrative skills.
- Proven ability to facilitate inclusive, goal-driven group discussions.
- Experience in outreach and relationship-building, with the ability to invite and engage new community partners.
- Technical proficiency in managing documents, notes, and virtual or in-person logistics.
- Ability to work collaboratively and lead with an inviting, welcoming presence.
- Deep commitment to racial justice and equity.

Time Commitment/Structure:

This role is mostly conducted in a virtual setting. The Coordinator/Facilitator will be expected to set up and guide virtual meetings and phone calls as needed, as well as attend in-person engagements to ensure the success of the annual Summit.

- Part-time (<30 hours/month)
- Billed hourly, via invoice

Apply for the Position:

To apply, email a cover letter and professional résumé to info@prjs.org by **Monday, August 17, 2026**. Selected applicants will be interviewed as finalists for the position the week of August 24, 2026. Onboarding and initial Summit planning meetings will begin in early September 2026.