



Jefferson
Regional
Foundation

Preview the **Online Jefferson Community Directory** and Update Your Organization's Listing!

Before its full release, we are asking currently listed organizations to review and update their listings, and help us test the search functionalities. Please use or share these instructions with your organization to understand the process around reviewing, claiming, and updating your organization's listing.

We will provide separate instructions on adding a new listing this Fall, once our existing organizations have had the opportunity to update their current listing.

Introducing the Online Jefferson Community Directory

The Jefferson Community Directory was created by the Jefferson Regional Foundation and initiated under the guidance of the Jefferson Community Collaborative as a resource guide to improve the quality of life for residents in the South Hills and lower Mon Valley area of Pittsburgh, PA. This community resource, now in its fourth edition, has been completely redesigned as a user-friendly, digital platform to allow individuals to more easily facilitate direct connections and referrals among local community organizations.

The new online Directory, housed on the Jefferson Collaborative website, is easily searchable with filtering options around location and services as well as the ability for organizations to manage their profiles in real time. With the addition of 50 new organizations, our listings cover a wide variety of human needs, including behavioral health, child/youth programs, civic-neighborhood resources, environmental justice, health and wellness, human services, immigrant and refugee services, senior services, transportation, and workforce development while remaining a dedicated resource and referral tool for the South Hills and lower Mon Valley area.

View Directory Listings



<https://bit.ly/3RlwJbD>

The Directory is open to anyone to utilize - you do not need to have an account to view, search, filter, and print existing listings.

Click on the filtering options to refine your search by service category, school district, community, or if the organization is led by someone from a marginalized identity. Sort your organization by distance from your current location or organization name.

If your organization is listed in the Directory, you can follow the steps under "Manage My Organization's Listing" to claim and update your organization's listing.

Email Danny Vereb with any thoughts or questions regarding functionality: daniel.vereb@jeffersonrf.org

Manage My Organization's Listing

Check Listing



<https://bit.ly/3RlwJbD>

1. Check to see if your organization is listed in the Jefferson Community Directory. (<https://jeffersoncollaborative.org/jefferson-community-directory-listings/>)

Type your organization's name in the search bar. The Directory is listed alphabetically for ease of searching.

*If your organization is not listed, we will be back in touch with further instruction regarding adding a new listing. In the meantime, please search and utilize the Directory.

2. Decide who within your organization will serve as the manager of your listing. This individual will be responsible for maintaining the listing and the sign-in credentials; however, the Jefferson Regional Foundation also retains access.

3. In order to begin updating your listing, you must create an account. To do so, please click your blue organization title to get into the Directory listing.

Claim Listing

5. Select '**Claim Listing**' and click the '**Login**' hyperlink to walk through the prompts to register your account on the righthand side of the page under '**Register**'.

6. Once you click "Submit" on the page that appears, the Jefferson Collaborative team will receive a notification of your claim request and you will receive a popup that your claim has been received.

7. You will be notified at the email address associated with the account when the claim is approved or denied within 3 business days.

*Please check your junk mail to confirm that the email was not sent there. Jefferson Collaborative is set as the sender.

Manage Account

8. If your claim is approved, the approval email will include a link to login to 'Manage Account.' (<https://jeffersoncollaborative.org/manage-account/>).

*If the email was in your junk mail, please move it to your inbox to click the link.

9. From the account management page, you can update your listing by navigating to '**General Directory**' > '**Listings**.' in the Account menu. Select the gear icon to the right of your listing and select '**Edit**.'

10. You will see all your listing's fields when you are editing. Apply your updates and select '**Save Changes**' at the bottom of the listing fields.

11. Any updates you make to your listing will automatically be applied to your live listing.

12. For security reasons, be sure to log out of your account from the '**Manage Account**' page (<https://jeffersoncollaborative.org/manage-account/>) after you have successfully completed your listing updates.

Frequently Asked Questions



Have questions about our Directory?
We invite you to explore our directory-specific FAQs. <https://bit.ly/3xnCMua>

