



# **Discover the Jefferson Community Directory**

The **Jefferson Community Directory** is an online platform that makes it easy to locate and make referrals among local community organizations.

Created by the Jefferson Regional Foundation and managed by the Jefferson Community Collaborative, the Directory is a resource guide for communities in the South Hills and Lower Mon Valley of Allegheny County, Pennsylvania.

Directory 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
- Workforce development

You can filter listings by service category, school district, community, or if the organization is led by someone from a marginalized identity. You can also sort by distance, date, and organization name.

# Which Organizations Can Be Listed in the Directory?

Organizations that provide programming and services anywhere within the 26 municipalities in the Jefferson service area (jeffersonrf.org/about/service-area) are invited to submit a listing for approval.



## Adding Your Organization to the Directory

- Check if your organization is already listed in the Directory via the search bar here: jeffersoncollaborative.org/jefferson-community-directory-listings or by scanning the above QR code. If your organization IS in the Directory, jump to the "Claim a Listing Section" on the next page. If your organization is NOT in the Directory, follow these steps to add it.
- **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.
- **3.** The manager will need to register a new account by entering a username, email, and password on the right side of the login page: jeffersoncollaborative.org/login





- **4.** Once logged into your account, you can add a listing by navigating to the left toolbar, selecting 'Listings,' and choosing the '+' sign in the upper right corner. This will take you to the 'Add a Listing' page, where you must complete all the required fields before submitting.
- **5.** Once you have submitted your listing, you will receive a confirmation email. The Jefferson team will then review your submission and you will receive a follow-up email if your listing is approved and published to the Directory, or if the request has been denied. *No email? Check your spam folder for 'Jefferson Community Collaborative.'*

#### Manage Your Account

- Once your listing is approved, you can edit it at any point via the login page: jeffersoncollaborative.org/login
- 2. Navigate to 'General Directory' >'Listings' in the Account menu. Select the gear icon to the right of your listing and choose 'Edit.'
- **3.** You will see all your listing's fields when you are editing. Apply your updates and select 'Save Changes' at the bottom. These updates will be applied to your live listing.
- **4.** For security reasons, be sure to log out of your account from the 'Manage Account' page after you have successfully completed your listing updates.

## **Claim a Listing**

- 1. If your organization is listed in the Directory, but you don't have a login, you can claim the listing. On the organization's listing page, click the 'Claim Listing' button and then the 'Login' hyperlink. Register a new account via the right side of the Login page.
- 2. 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.
- **3.** You will be notified via email when the claim is approved or denied. *No email? Check your spam folder for 'Jefferson Community Collaborative.'*

#### **Frequently Asked Questions**

Have questions about our Directory? We invite you to explore our <u>directory-specific FAQs</u>:



#### Need to Get In Touch?

For any additional questions, concerns, or support, please email <u>engagement@jeffersonrf.org</u>.