



of New York City

Inspiring all girls
to be strong,
smart, and bold

Job Description

Coordinator, Teen Leadership Circles (TLC)

BACKGROUND

Girls Inc. of New York City (GINYC) inspires all girls to be strong, smart, and bold by providing girls across the five boroughs of New York City with life-changing programs and solutions to the unique challenges girls face. Our gender-specific and research-based programming is focused on equipping girls with the tools necessary to lead healthy, academically successful, and economically independent lives

Job Summary/Objective

This is an exciting time for Girls Inc. of New York City. Over the past couple of years, we have increased the number of girls served exponentially while simultaneously building visibility and increasing revenue to support program growth. As we look into the future, we are prioritizing program expansion efforts across New York City so that we can reach many more girls with high quality and impactful programming.

The TLC Coordinator will work alongside their counterpart and the Director of Community Engagement to design and implement a yearlong program that promotes the leadership of young women of color as agents of change through peer education and a pro-girl environment. This individual will implement the four phases of programming including the establishment of partnerships, leadership retreat, weekly training sessions for peer leaders, and planning an annual girls summit. This individual is also responsible for the excellent maintenance of participant data and database.

Essential Duties and Responsibilities

- Forge and strengthen partnership efforts with high schools and community-based organizations
- Assist in the recruitment efforts of all new peer leaders
- Track and maintain evaluation data, analyze progress data, and design plans to adjust real-time data
- Create and implement peer leader training and programming, ensuring alignment with our mission, strategy, and objectives
- Work on assigned tasks and projects to support growth strategies, special events, and programs
- Coordinate trips and events
- Facilitate additional Girls Inc. workshops and provide support to other sites as needed

Knowledge, Skills & Abilities

- Works with a sense of urgency to achieve organizational goals and overcome obstacles, challenges, and constraints that arise in fulfilling these goals.
- Advocates and networks confidently on behalf of the organization in the community

- Open to new ideas and ways of working to improve outcomes. Maintains a positive “can do” attitude in the face of challenges.
- Energetic and passionate about the mission, the organization, and the community.
- Exceptional writing and verbal communication skills.
- Excellent database and computer skills.
- Highly motivated, detail-oriented, ability to work independently and manage multiple projects simultaneously.
- Ability to work cooperatively and collaboratively with management and staff.
- Strong interpersonal skills. Ability to work collaboratively, quickly and under pressure—with a sense of humor.

Qualifications

- Bachelor’s degree required in human services, non-profit, education, or a related area preferred
- Must have 2+ years of experience in group facilitation and lesson planning in one or more of the Girls Inc. area of focus
- Specialized knowledge in girls’ developmental needs and experience a plus
- Candidate will be expected to travel to multiple sites throughout New York City
- Must have flexibility to work some nights and weekends, as needed
- Bilingual - Spanish is a plus

Girls Inc. of New York City offers an excellent benefits package, a strong talent development orientation, and fosters a highly skilled, energized and empowered workforce.

TO APPLY:

Please submit a resume and cover letter to Millicen Perez, Director of Community Engagement, at millicen@girlsincnyc.org. Indicate TLC Coordinator in the subject title. No phone calls please.

Girls Inc. of New York City is an equal opportunity employer. Women of color and LGBTQ candidates are encouraged to apply.