



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
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girlsinc.org

JOB POSTING

Date: September 22, 2020
Position Title: Activation and Outreach Manager
Position Reports to: Director of Public Policy
Location: Washington, D.C.
Status: Exempt

Background: Girls Inc. is the national organization that inspires all girls to be strong, smart, and bold, through direct service and advocacy. Our 80 local affiliates in the U.S. and Canada serve girls ages 5-18, primarily through afterschool and summer programs. We target underserved communities; 61% of the girls we serve come from families earning less than \$30,000 a year, and 77% identify as girls of color. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. We also advocate, with our girls, for policies and practices that will help break down barriers so that all girls and young women can learn and thrive, with a particular focus on the needs of girls from low-income communities and girls of color.

Overall Function: The Girls Inc. Public Policy Office seeks a full-time Activation and Outreach Manager to advance our advocacy work to improve girls' rights and opportunities, with particular attention to engaging Girls Inc. affiliates in advocacy work. The position will be based in D.C. and will report to the Director of Public Policy.

Job Responsibilities: The Activation and Outreach Manager will be expected to:

- Support and expand Girls Inc. affiliate engagement in advocacy at the federal, state, and local levels;
- Determine the advocacy training and partnership needs of Girls Inc. affiliates through ongoing relationship building, surveying, or virtual site visits;
- Arrange and conduct trainings to build advocacy capacity of the Girls Inc. affiliate network, including both advocacy skills and substantive knowledge of policy issues affecting girls;
- Develop resources such as policy briefs, fact sheets, talking points, toolkits, and other materials for dissemination to Girls Inc. affiliates and other advocates (as well as policy makers, the media, and partner organizations, as appropriate);
- Support Girls Inc. affiliate-level advocacy projects as needed, including by providing strategic advice and technical assistance to affiliate staff members and youth advocates;
- Conduct research as necessary to support advocacy outreach initiatives;
- Develop advocacy content for e-newsletters, for our website, and for blog posts;

- Coordinate activities with Federal Advocacy Associate and with staff on other teams across the organization;
- Co-manage national youth advocacy program (Girls Inc. Teen Advocacy Council), help organize a girl-led Hill day, and develop ideas for program expansion; Collaborate and build new relationships with coalition partners as appropriate;
- Represent Girls Inc. at events and in meetings as needed; and
- Carry out other duties as assigned by the Director of Public Policy.

Qualifications: Girls Inc. seeks a hardworking, enthusiastic, and flexible individual with a passion for the rights and advancement of girls and young women. Other qualifications include:

- Bachelor's Degree;
- 3-5-years of professional experience (in policy or nonprofit work preferred);
- Experience developing or conducting advocacy trainings and materials;
- Experience in grassroots organizing, particularly assisting grassroots organizations (and/or youth advocates) in developing effective issue campaigns;
- Experience working with and representing diverse and multicultural populations;
- Knowledge of or demonstrated interest in issues that affect women, girls, and those with other marginalized identities;
- Knowledge of and/or strong interest in policymaking and legislative processes;
- Strong research, writing, and oral communication skills;
- Attention to detail;
- Ability to work under pressure and to produce consistent, quality work in a fast-paced environment;
- Some background in direct service or technical assistance;
- Ability to initiate and manage projects independently to meet deadlines, and balance multiple projects at once;
- A strong sense of innovative and creative problem solving;
- Strong interpersonal skills and the ability to work well on a team; and
- Commitment to Girls Inc. mission and goals, including advancing gender, racial, and economic justice.

Applicants also must possess a commitment to honor and support **Girls Inc. Values**, which are:

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and
- Collaborate for Impact.

Salary Range:

The salary range for this position is \$62,870 - \$73,243.

How to Apply: Send cover letter (with salary expectations) and resume to policyjobs@girlsinc.org no later than October 15. No phone calls, please.

Girls Inc. is an Equal Opportunity Employer.