



of Memphis

## Program Coordinator

**Girls Inc. of Memphis is on the GROW to inspire more girls to be strong, smart, and bold! We seek youth development professionals who are passionate and committed to equipping girls ages 6-18 to find their voice and experience their power. Join our fast-paced, mission-driven, girl-focused, inspired team as we work to fulfill our vision- Empowered girls in an equitable Memphis!**

**Learn more- [www.girlsincmemphis.org](http://www.girlsincmemphis.org)**

### **JOB PURPOSE:**

Driven by our mission to inspire all girls to be Strong Smart and Bold, the coordinator ensures the effective implementation of Girls Inc. of Memphis' growth plan across our schools and community partnerships. This individual provides support to the program manager in keeping with the Girls Inc. Experience, mission, logic model, annual objectives, and goals. This individual is responsible for implementing hands-on, minds-on programming activities in particular in STEM-related fields for girls ages 5-18 and our Smart Impact Indicators: educational aspirations, school engagement, school performance, reading interest, STEM interest, post-secondary readiness, reduce truancy, and school discipline. This individual advocates for access and resources for youth in strong, smart, and bold areas.

### **ESSENTIAL JOB FUNCTIONS:**

- Approach the work with girls and one another from their lens and experience, not your own
- Focus on qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Model the Girls Inc. mission as a strong smart and bold individual exhibiting strong leadership qualities and a can-do attitude
- Recruit, hire, train, lead, coach, and provide performance feedback with program facilitators to ensure quality programming at capacity
- Build and maintain positive and effective relationships with program partners including but not limited to: schools, volunteers, and program partners
- Ensure that curricula being facilitated meets Girls Inc. Experience standards and are in alignment with the approved program calendar and annual goals
- Work collaboratively with Program Team to establish an annual program calendar to ensure all girls have access to strong, smart, and bold programming opportunities and is in keeping with the agency strategic plan and annual goals
- Work collaboratively with Program Manager to implement recruitment, retention, and wrap-around services plan and strategies
- Work collaboratively with the Director of Professional Development to ensure program facilitators are equipped for success in alignment with the annual program calendar
- Work collaboratively with Recruitment, Retention, and Wrap Around Services is informed on needs Community Based Middle and High girls and families are facing
- Oversee and manage the annual budget for your area and that financial reporting is accurate, on time, and in keeping with the approved budget and current cash flow

- Monitor and manage program grant activities and reporting in collaboration with the development team
- Ensure that facilitators implement effective and efficient program delivery model documentation, implementation, and evaluation through participant tracking database
- Submit required reports and documentation by designated deadlines
- Meet annual goals for engagement in qualitative and quantitative program evaluation, including Strong, Smart, and Bold Outcomes Survey
- Actively seek personal and professional growth opportunities for self and any staff including participation in conferences, training, meetings, and seminars
- Advocate in the community on behalf of agency, women, and girls in keeping with the Girls Inc. public policy platform
- Embrace challenges, new experiences, and be willing to be flexible and stretch to exhibit our learning and growth culture
- Show up in the work with a creative, entrepreneurial, upbeat, and collaborative spirit
- Represent Girls Inc. of Memphis in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Support all departments in agency events
- Follow all agency policies and procedures as outlined in the employee handbook
- Perform other duties as assigned, cheerfully

**QUALIFICATIONS:**

- Knowledge of and interest in youth development, gender equity, social justice, cultural issues, and community engagement
- Bachelor's degree and experience in youth development
- An articulate belief in the mission of Girls Inc.
- Effective written, oral, and presentation skills
- Demonstrated abilities in incorporating a diversity of cultures, ethnicity, languages, abilities, and socioeconomic backgrounds with all stakeholders
- Integrity
- A sense of humor
- Computer proficiency- Office365, MS Word, Excel, and PowerPoint
- Experience with managing databases
- Compass360
- Experience and knowledge with program and curriculum development
- Ability to multi-task independently, and with staff and colleagues
- Ability to effectively manage and diffuse volatile situations
- Ability to juggle multiple priorities
- Ability to bend, lift and move up to 20 pounds
- Ability to work nights and weekends
- Coordinator work schedule: Tuesday-Saturday
- A current valid driver's license and car insurance

**SALARY:**

\$40,000.00-\$48,000.00/year

To Apply: <https://girlsincmemphis.bamboohr.com/jobs/view.php?id=36>