

## Girls Inc. of Chattanooga

Job Description

Program Specialist (Latina Immersion)

Reports To: Director of Program Operations

FSLA Status: Hourly / Non-Exempt



The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt) is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after school programming, seasonal camps, and special events, our organization annually serves more than 800 girls, ages 6 to 18.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

### **Job Description:**

The Program Specialist is primarily responsible for maintaining quality programming through developing and implementing programs and activities while managing the day-to-day operations of Girls Inc. programming at the designated site.

### **Essential Duties and Responsibilities:**

- Recruits program participants for age and content specific programming
- Develops and delivers research and outcome-based activities and curricula
- Develops and facilitates activities for program participants
- Oversees effective day-to-day operations of designated program
- Motivates and inspires girls to be actively engaged in all programs and activities
- Engages with families of participants, ensuring they understand the purpose of the program.
- Engages in the Latino community and the school community.
- Responsible for managing volunteers in the pro-girl environment and supervising all volunteer correspondence with volunteers and the Manager of Volunteer Services and Resources
- Attends regular staff development, team meetings and trainings
- All other duties as assigned

### **Knowledge, Skills & Abilities:**

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- Must be bi-cultural and bi-lingual (Spanish) in verbal and written communication.
- Passionate about the mission of the organization, the community, diversity/inclusion and serving in a pro-girl environment (gender specific; girls only)
- Ability to work cooperatively and collaboratively with staff, families, and community partners
- Proficient in Microsoft 365 and data entry on various software
- Highly detail oriented and organized
- Excellent written and verbal communication skills
- Takes initiative and demonstrates effective problem-solving skills
- Ability to demonstrate a high level of ethics, integrity, and respect

### Experience & Qualifications:

- 3+ years of demonstrable experiencing working with school-age youth
- Minimum requirement of an Associate's degree
- Experience working with the Latino population in Chattanooga is preferred.
- Must have reliable transportation as day-to-day work travel will be needed
- Must be eligible to obtain an F-endorsement
- Must be eligible to obtain training in First Aid/CPR
- Must be flexible to work Monday through Friday during school day hours and up until 7:00 p.m. with occasional weekend hours as needed.
- Must be able to occasionally lift up to 30-50lbs of equipment or supplies for various needs

The Program Specialist is a full-time position, between 30-40 hours per week, with benefits. Compensation is determined based on experience, degree of education and level of expertise.

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to [jobs@girlsincofchatt.org](mailto:jobs@girlsincofchatt.org). Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Girls Inc. main office at 423-624-4757.

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