



of New York City

Inspiring all girls  
to be strong,  
smart, and bold

### Job Description

#### **PART-TIME PROGRAM SPECIALIST – Various sites**

#### **BACKGROUND**

Girls Incorporated of New York City delivers life-changing programs that inspire girls to be strong, smart, and bold. Research-based curricula, delivered by trained professionals, equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Girls Incorporated of New York City is an independent affiliate of the national Girls Incorporated, the nation's leading expert on issues affecting girls and young women.

Girls Inc. of NYC seeks a dedicated and inspired team member who is committed to creating positive and supportive spaces for girls in an after school setting. The successful Part-Time Program Specialist candidate will possess the following skills; ability to relationship build with High School and Middle School girls; facilitate in an engaging, creative and supportive way; ability to incorporate youth development and community building in curriculum design; have a keen awareness of and celebrate the vast cultural experiences of New York City girls. Responsibilities will also include implementing Girls Inc. curriculum, modifying and developing activities that are in line with the Girls Inc. mission.

#### **NATURE OF POSITION**

The Program Specialist is responsible for delivering programming five days per week in a Girls Inc. of NYC DYCD OST (Out of School Time) program. The Girls Inc. of NYC after school program fosters and develops girls' overall wellness. Girls take advantage of opportunities to grow, define personal goals, and embark on their own journeys. Through unique and intentional programs, girls have opportunities to explore and advance in all areas of their lives.

#### **Job Description**

- Position requires flexibility, creativity, organization, energy, and passion for inspiring girls to be strong, smart and bold.
- Minimum of 2 years' experience facilitating for high school and/or middle school youth. We are especially interested in candidates who can run clubs in movements of all type (e.g. dance, martial arts, sports, etc.), theater and/or STEM programming.
- A self-starter with the ability to work as a team player and foster cooperative work
- Ability to communicate and relationship build with youth, parents, community leaders, and school staff
- Background in partnering with schools, experiential learning and group facilitation with youth is a must.
- Ability to facilitate Girls Inc. direct service programs with groups of 15-20 girls in grades 6 through 8
- Experience facilitating programs in one or more of our Girls Inc. areas Financial Literacy, Media Literacy, Healthy Sexuality, Socio-emotional Learning, Physical Education, and STEM programming.
- Ability to develop lesson plans and modify curriculum
- Ability to identify needs and develop relevant activities for after-school setting
- Excellent written and oral communication skills

- Effective program solving and conflict resolution skills that follow youth development principles
- Experience working in single-sex, gender equity programs is preferred.
- Ability to set up space for girls that challenges gender stereotypes and is LGBT-friendly.
- Proficiency in Middle School Math, ELA & Science in order to facilitate successful daily homework help sessions.
- Associates Degree or some college degree preferred in education or psychology or related field.
- Reliable, timely, ability to receive and provide feedback in a constructive way.
- Able to follow through on directives given by supervisor.
- Responsible for administrative duties such as daily attendance, reporting, homework logs etc.

Job Type: Part-time

Salary: \$20.00 /hour

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.

Benefits include:

403(b) retirement plan

Sick/Personal PTO

Commuter benefits

**TO APPLY:**

Please submit resume and cover letter to [OSTjobs@girlsincnyc.org](mailto:OSTjobs@girlsincnyc.org). 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.

**Girls Inc. of New York City’s Statement on Diversity Equity Inclusion & Belonging**

At Girls Inc. of New York City, we are united by our commitment to creating safe and supportive girl-positive spaces. Our programming cultivates environments where all girl-identified young people are seen and heard. Our organization strives to be a model for sustainable change within our society. We recognize that for true diversity to be realized, equity, inclusion and belonging must also be present. To embody these principles, we commit to ongoing work in allyship, inclusivity, transparency, and accountability with staff, funders, and supporters.

**Diversity:** We embrace diversity within our organization and in the communities we live and serve in, inclusive of culture, race, ethnicity, sexual orientation and gender identity, age, class, religion, and people with disabilities. We aim to lead by example with a workforce that reflects the rich diversity and unique characteristics of our constituents and of New York City.

**Equity:** Each employee and every role at GINYC is essential in fulfilling our mission. Through ongoing and intentional professional talent development resources, we aim to provide equitable access to opportunities for advancement within our organization and empower our staff to show up and strive to be stronger, smarter, and bolder each and every day.

**Inclusion & Belonging:** The culture at GINYC focuses on building empathetic relationships and supportive structures that encourage the free and open expression of ideas, innovation, and creativity. We are advocates for each other and for the

youth we serve. We encourage a sense of belonging and authenticity, value collaboration, and intentionally seek to compensate for, and ultimately eliminate, the barriers that prevent equal access to resources, opportunities, and advancement.