



Inspiring all girls
to be strong,
smart, and bold

Girls Inc. of the Valley
P.O. Box 6812
Holyoke, MA 01041

Tel: 413.532.6247

girlsincvalley.org

Director of Middle and High School Programs

SALARY RANGE: \$52,000 - Full time/Exempt

ORGANIZATIONAL OVERVIEW:

Girls Inc. of the Valley 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, art, and math (STEAM). Girls Inc. of the Valley is an independent affiliate of the national Girls Inc. organization, the nation's leading expert on issues affecting girls and young women.

**Please see our website at www.girlsincvalley.org to learn more about our inclusive gender identity statement.*

POSITION DESCRIPTION:

Reporting to the Senior Director of Programs, the Director of Middle and High School Programs (MHSP) will be responsible for leading the delivery of innovative, content-rich teen programs for youth in grades 6-12. The MHSP Director will build relationships with area schools and community partners to implement school day, after-school, site-based and virtual programs in alignment with our mission of inspiring all girls to be strong, smart, and bold. The MHSP Director will ensure the implementation of effective administrative systems including member enrollment, data tracking, program evaluation, grant reporting, and organizational policies and procedures. The MHSP Director will be a strong supervisor who will lead a staff and volunteer team of 4 to 8 people. The MHSP Director will be a key member of the Program Department, responsible for helping make improvements to the overall Girls Inc. Experience, encourage creativity among staff and program participants, and foster participation in program planning, problem solving and decision-making.

QUALIFICATIONS:

- Passion for the Girls Inc. mission
- At least 3-5 years of experience in a formal or informal educational or youth development setting, with at least one of those years in a supervisory role
- Preference for applicants with experience managing budgets, grants and contracts
- High level of comfort and skill with computer applications, technology, email, Zoom, Microsoft Suite and Google Suite
- Bachelors degree preferred; relevant work and life experience valued in place of or in addition to higher education
- An awareness of and commitment to social justice education and promoting diversity, equity and inclusion within the organization including support for gender equity, reproductive justice, trans rights and anti-racism
- Sense of humor and ability to roll with the ever changing nature of working with youth
- Valid driver's license, with good driving record, and ability to drive a 15-passenger van
- Bilingual (Spanish/English) candidates given favorable consideration

TO APPLY:

Please send a cover letter, resume, and three references to: Sandra Loya, Director of Business and Operations, at sloya@girlsincvalley.org. Applications accepted on rolling basis until position is filled. This position's intended start date is July 2022.