Position Title: Program Coordinator (Full-Time)

Position Locations: Dallas (with periodic travel to service regions across Texas)

Reports To: Program Manager

Girls Empowerment Network knows girls are powerful and it’s our mission to help them know it too. Since 1996, Girls Empowerment Network has offered programs which improve self-efficacy in girls by teaching them to believe in their ability to succeed. Currently, Girls Empowerment Network brings Girl Connect to more than 80 Texas schools and facilitates summer camp, Pathfinder, the We Are Girls Conferences, parent workshops, Spark Kits virtual groups, and professional development workshops.

This position represents the Service and Advancement track of the three tracks within the Program Department: 1) Service, 2) Advancement and 3) Impact. The purpose of the Service track is to engage directly with girls, families, schools, and communities by facilitating our self-efficacy increasing curriculum at schools, camps, and conferences and maintaining positive relationships with those involved in Girls Empowerment Network programming. In addition, this full-time role also supports the Advancement track by engaging, sustaining, and strengthening contracts and partnerships for Girls Empowerment Network’s services, including school-based programs, community-based programs, parent workshops and professional development services.

Girls Empowerment Network’s goal is to attract girl advocates from all backgrounds for this position. We are dedicated to building a culturally diverse staff. We believe that people of color, people from working class backgrounds, women, and LGBTQ+ people must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Duties and Responsibilities

Direct Service (50%)

- Serve 240 girls each school year through the facilitation of up to 6 in-person or virtual Girl Connect School groups per semester
- Weekly communication with and management of adult volunteers at Girl Connect
- Facilitation of Professional Development, Parent, and Girl Connect workshops as needed
- Facilitate workshops at We Are Girls Conferences
- Maintain positive relationship with Girl Connect Campus partners, School Champions, and girls
- Oversee logistical details with School Champion such as MOU meetings, recruiting participants, making reminders to participants, and administering program evaluations
- Communicate with community, governmental, and school agencies about case management issues as needed
- Provide information, outreach and support to parents/guardians as needed
- Assist Program Manager in implementation of the Fund Development Cycle with school partners, including discovery meetings, tours, proposals, and MOU (Memo of Understanding) meetings.

Administrative (50%)

- Maintain and build relationships with school personnel- and community partners
- Meet girl number, retention, and permission form Key Performance Indicators for Girl Connect groups
• Assist managing Program Department members’ progress towards Key Performance Indicators (KPIs), including number of girls served, retention rates, and permission slips returned.
• Assist in ongoing outreach and marketing efforts to increase Girls Empowerment Network’s visibility
• Oversee logistical details of groups such as scheduling, recruiting participants, making reminders to participants, and administering program evaluations
• Attend staff meetings, team meetings, and supervision meetings
• Attend programming grant funders bi-weekly and quarterly cohort meetings
• Update attendance and girl data on a weekly basis in Salesforce
• Submit program success stories as needed
• Assist in assessing effectiveness and overseeing revisions and creation of Girl Connect curriculum in relation to Girls Empowerment Network’s commitment to diversity, equity, and inclusion and mission towards building girls’ self-efficacy.
• Support management of inventory, ordering, and organizing of program supplies
• Support outreach management to potential and current Girl Connect partners to increase program revenue (through newsletters, events, outreach, etc.)
• Partner with Program Manager to plan and execute programs such as Pathfinder, CAMP, We Are Girls, etc.
• Potential to manage Direct Service Intern(s)

Requirements:

• Commitment to the mission, vision, and values of Girls Empowerment Network
• At least 3 years of experience working with youth (in a group setting is a plus)
• Available to work a flexible schedule which includes days, evenings, and occasional weekends (able to work after-school hours - 2:30pm – 6:00pm - on most weekdays)
• Personal commitment to diversity, equity, and inclusion and anti-racist practices
• High level of integrity, personal motivation, ethics, and cultural humility
• Committed to working with diverse student and community populations.
• Effective verbal and written communication skills and ability to communicate within various internal systems
• Ability to think creatively and create fun and magical experiences for girls
• Ability to work cooperatively, courteously, and effectively with a broad spectrum of people ranging from staff, board members, principals, school counselors, school administrative staff, community partners, parents, volunteers, and donors.
• Reliable transportation and a valid driver’s license and the ability to pass a required background check
• Proof of Covid-19 Vaccination. Accommodations will be made for those who have disabilities that prevent vaccination or those with sincere religious beliefs that preclude vaccination.
• Commit to at least one year in the position
• Familiarity in the South Dallas area a plus
• Bilingual in English/Spanish is a plus

Pay, Benefits, and Start Date

• The Program Coordinator position is a full-time (40 hours a week) position starting September 1, 2022
• Starting salary is $50,000.00
• Generous paid time-off
• Full benefits package including health and dental insurance
• Mileage reimbursement
• Bilingual Stipend (English/Spanish)
• Opportunity to work remotely for administrative work

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes.
2. Vision adequate to read correspondence, computer screen, forms, etc.
3. Ability to lift and carry program supplies and materials.

Comments
This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements and is subject to change.

To apply:
Send PDF resume and cover letter to erika@girlsempowermentnetwork.org with the email subject line: Full-Time Program Coordinator Position

About Girls Empowerment Network
Founded in 1996, Girls Empowerment Network’s mission is to ignite the power in girls by teaching them the skills to thrive and believe in their ability to be unstoppable. Girls in grades 3-12 experience our self-efficacy curriculum at schools, camps, and conferences in Central Texas, Dallas, and Houston.