

**High School Programs Coordinator**

**Position Description**

Develop and manage leadership development and college and career preparedness programs. Develop and maintain effective program partnerships with middle and high schools to support comprehensive programming for teen program participants. Engage and support all agency constituents in support of teen programs, including program volunteers, staff and partners.

Supervisor: Director of Programs Supervisees: Seasonal Program Specialists

Exempt  Full-time  Seasonal

Non-Exempt  Part-time

**Major Areas of Responsibility**

**Program Development**

- Strategically develop and implement high school programs to focus on college and career preparedness and leadership development;
- Recruit, screen, interview and support high school students and their parents/guardians through the program year to be successful in high school and post-secondary education and/or training;
- Research, develop, and sustain partnerships with nonprofit organizations and corporations to advance program goals;
- Assist in development and implementation of program evaluation; and
- Work with the executive leadership and development team to present program to current and potential donors.

**Partnership Sustainability**

- Develop and maintain effective program partnerships with middle and high schools;
- Engage program partners in recruiting and retention tactics to continue to serve girls through 6<sup>th</sup>-12<sup>th</sup> grade; and
- Coordinate and support programs and volunteers at school and community based partner locations during the school year.

**Program Support**

- Work with program participants to create and keep accountable to their personal growth plan;
- Manage and adhere to program expenses in alignment with teen program budget;
- Manage daily program and personnel schedules for all teen programs;
- Support program volunteers and staff assigned to program partner locations and sessions; providing consistent communication and support set forth by program guidelines; and
- Practice consistent risk management in all areas of program management; communicating organizational procedures to program participants, parents, and facilitators.

**Additional Responsibilities**

- Participate and/or attend events to network and enhance program and agency visibility;
- Regularly report to the Director of Programs on progress towards established goals, recommending strategies/timelines for future initiatives;

- Act as project manager for special agency initiatives as assigned;
- Participate in meetings, trainings, and conferences to further professional development; and
- Perform other duties as assigned by the Director of Programs.

### Required Knowledge, Skills & Abilities

- Demonstrate commitment to the mission of Girls Inc. and its constituents;
- Excellent skills in building and maintaining community collaborations;
- Ability to design and implement programs focusing on needs for middle and high school students;
- Critical thinking ability to make decisions based on agency mission and strategic direction;
- Demonstrates effective interpersonal skills; the ability to establish and maintain effective working relationships;
- Experience working with diverse populations, be tactful, mature, and flexible;
- Ability to resolve conflict and problem solve with win-win solutions;
- Ability to coach and support program facilitators to achieve the organization's mission;
- Demonstrates professional ethics and integrity;
- Effective communicator, with the ability to adapt communication styles and messages to meet the needs of particular audiences; and
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic, fast-paced environment.

### Education & Experience

- Bachelor's degree in nonprofit studies, education, human development, or other related field;
- 2+ years' experience in coordinating youth programming, specifically working with teens; supporting volunteers; working with community collaboration and knowledge of youth development;
- Experienced in delivering presentations, facilitating trainings and/or participating in public speaking events;
- Reliable and consistent method of transportation; and
- Proficient in Microsoft Office and experience in database systems.