



of Greater Indianapolis

Girls Inc. of Greater Indianapolis EmpowerHub Program Coordinator Job Position Description

Position Description

Purpose of position: Assists the Director of Programs in the planning, development and implementation of the daily management of the EmpowerHub program at select locations in Marion County.

Supervisor: Director of Programs

Supervisees: Program Specialists, Volunteers and Interns

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibilities

Program Development

- Develop and implement program pathways consistent with the strategic direction of the organization;
- Identify program gaps for the girls and communicate those with the Director of Programs to provide continuous improvements to the program;
- Develop interactive and experiential activities that are consistent with the Girls Inc. Experience during the program;
- Recruit and enroll girls in the program, by working with the school and families to establish program visibility.

Program Management and Staff Supervision

- Implement day-to-day processes to meet program objectives and outcomes that are established for the program;
- Motivate and engage youth enrolled in the program through positive behavior management;
- Advocate on behalf of the youth in the program and their families;
- Provide direct supervision for program specialists, volunteers, and interns that are assigned to the program, by providing training, support, and feedback;
- Communicate with teachers and school administrators on program progress and development as needed;
- Assist in operational troubleshooting and in streamlining the work process.

Reporting and Evaluation

- Collaborate with school staff and parents to collect student data consistent with the organization's data management policy;
- Collect program outcome data, including outcome measurement activities, feedback surveys, and the national agency outcome survey with all program participants;
- Enter girl data into the database consistent with the organization's data management policy and timeline.

Additional Responsibilities

- Regularly report to Supervisor the successes and challenges of the program;
- Participate in organizational meetings, outside meetings for additional training, professional development, and/or networking as assigned;
- Perform other duties as assigned by Supervisor.

Inspiring all girls to be strong, smart, and bold

Required Knowledge, Skills & Abilities

- Demonstrate commitment to the mission of Girls Inc. of Greater Indianapolis;
- Demonstrates effective interpersonal skills; the ability to establish and maintain effective working relationships, get along with diverse personalities, be tactful, mature, and flexible and adaptable;
- Ability to work collaboratively with Girls Inc. team members and EmpowerHub location staff;
- Ability to take initiative as part of a team as well as individually;
- Demonstrate professional verbal, written, and electronic communication skills;
- Ability to mediate and provide an inviting environment for families, staff and volunteers;
- Ability to manage multiple priorities and projects;
- Ability to keep accurate records, while maintaining confidentiality;
- Ability to be flexible in day-to-day work, including the ability to work day, evening and weekend hours if necessary;
- Have reliable and consistent transportation.

Education & Experience

- Bachelor's degree in human resources, nonprofit management, organizational communications, or related field;
- Past experience in youth development and program development and implementation;
- Broad knowledge and experience with Microsoft Office Suite (i.e. Word, Excel, PowerPoint, Outlook, Access, SharePoint);
- Strong customer/client relations skills;
- Demonstrate professionalism.