



of Greater Indianapolis

Eureka! Coordinator

Position Description

The Girls Inc. Indy Eureka! program is a five-year Science, Technology, Engineering, and Math (STEM) -based program to engage and empower middle and high school girls to see themselves as an important part of the future STEM workforce. This Eureka! Coordinator position oversees the program and participants in years three through five, with a focus on designing and implementing the career, college preparedness, and internship components of the program. The Eureka! Coordinator will work with corporate partners and the Development team to successfully build, implement, and sustain an internship experience which aims to build girls' confidence and exposure in STEM careers.

Supervisor: Vice President

Supervisees: Eureka! Program Specialists (as needed)

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Responsibilities of the Position

Program Planning and Development

- Work with the Eureka! Coordinator (focused on program years one and two) to successfully transition Eureka! program participants to year three of the program, while putting a plan in place to retain Eureka! program participants;
- Create program content for summer experience and year-round workshops, including developing collaborative relationships with corporate, community, and post-secondary partners to host internships, provide dual-enrollment offerings, and provide supplemental program content;
- In conjunction with the Development Department, create partnerships with corporate partners to become internship placement sites; and
- Train and support corporate partners to become successful internship sites.

Program Implementation and Coordination

- Plan, coordinate, and implement the Eureka! summer program, in partnership with the corporate, community, and post-secondary education partners, following the Girls Inc. Eureka! Program model;
- Plan, coordinate, and implement school year and summer programming with Eureka! participants, adhering to Girls Inc. dosage requirements;
- Oversee implementation and achievement of program goals and outcomes;
- Ensure programming is developmentally and culturally appropriate; and
- Ensure retention of participants and prevent attrition over the course of the 5-year program cycle.

Team Supervision

- Recruit, hire, and train Eureka! program staff as needed to help implement the summer experience for year three of the program; and
- Establish performance goals and provide coaching and support for program staff.

Finance, Fundraising, and Program Administration

- Assist the Development team in funder cultivation visits to raise awareness and funding for program;
- Ensure accuracy and timely completion of all related reporting;
- Monitor expenditures to ensure program operates within its allocated budget;
- Collect, track, and analyze program evaluation and demographic data; and
- Improve program based on evaluation results and best practices.

Inspiring all girls to be strong, smart, and bold

Additional responsibilities

- Participate and/or attend in and events to network and enhance agency visibility;
- Regularly report to the Vice President status of partners and programs and make recommendations for changes;
- Participate in meetings, trainings, and conferences to further professional development; and
- Perform other duties as assigned.

Required Knowledge, Skills & Abilities

- Excellent skills in building and maintaining corporate and community collaborations;
- Critical thinking ability to make decisions based on agency mission and strategic direction;
- Demonstrates effective interpersonal skills;
- Demonstrates professional ethics and integrity;
- Effective communicator, with the ability to adapt communication styles and messages to meet the needs of diverse audiences; and
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic, fast-paced environment.

Education & Experience

- Bachelor's degree;
- 2+ years of experience in coordinating youth programming, supporting volunteers, and working with community collaboration;
- Knowledge of and experience in quantitative and qualitative program evaluation;
- Preferred knowledge of and experience with STEM programming and curriculum;
- Experience 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.