



High School Programs Coordinator

Organization Information

Girls Inc. of Greater Indianapolis is a non-profit organization charged with empowering girls to be confident in their own skin, prepared for their futures, proud of who they are, and ready to take their place in the world. Our programs free girls from gender stereotypes, truly allowing them to be themselves. We empower girls to be confident in their own skin, prepared for their futures, proud of who they are, and ready to take their place in the world. By partnering with schools and community organizations, we offer our educational and empowering programs to girls at their facilities.

Girls Inc. of Greater Indianapolis is led by a team of dedicated, mission-focused, impact-driven staff members. The team works diligently to support each other, learn and grow with each other, and challenge each other. The team is comprised of innovative, go-getters with a heart for putting the participants first.

Girls Inc. of Greater Indianapolis (Girls Inc.) values diversity and inclusion in all of its forms and the rich dynamics that make all of us unique, including, but not limited to, race, ethnicity, color, sexual orientation, gender identity, culture, socioeconomic status, disability status, national origin, family structure, religion, age, educational background, cognitive abilities, and organizational position.

Girls Inc. ensures inclusion by integrating diversity in all aspects of our programming and operations, both internal and external. Embracing the diversity in our community allows Girls Inc. to better serve our participants, be a more inclusive organization, and achieve our mission of preparing all participants to be strong, smart and bold.

Position Description

Employment: Full Time

Exemption Status: Exempt

Supervisor: High School Programs Manager

Develop and facilitate 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.

Compensation Package

Salary Range: \$38,000-40,000, based on experience

Girls Inc. of Greater Indianapolis full-time, exempt staff members have the following benefits available to them:

- IU HealthCare Plan medical coverage is available the 1st day of the month following start date. Girls Inc. pays approximately 85% of the monthly premium for employee health insurance; the employee pays a flat rate of \$36.00 per pay period.
- Term life insurance, AD & D insurance, short-term and long-term disability coverage is 100% paid by Girls Inc.
- Optional health coverage for your spouse or dependents is 100% employee paid.
- Optional dental, vision and life insurance products are 100% employee paid.

- Supplemental insurance coverages are optional and available through AFLAC.
- TIAA 403(b) retirement plan participation via salary reduction is available immediately. Employer matching will take place after one year of employment and 1000 hours of work completed. Girls Inc. matches up to 2% in 2021.
- You are entitled to 20 days of Paid Time Off (PTO) during your first full year, along with eleven paid holidays.

Major Areas of Responsibility

Program Development

- Strategically lead and implement high school programs to focus on college and career preparedness and leadership development;
- Support high school students through the program year to be successful in high school and post-secondary education and/or training;
- 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 and corporate partners

Partnership Sustainability

- Maintain effective program partnerships with high schools;
- Engage program partners in recruiting and retention tactics to continue to serve girls through 9th-12th grade; and
- Coordinate and support programs 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;
- Practice consistent risk management in all areas of program management; communicating organizational procedures to program participants, parents, and facilitators;
- Assist with data entry and collection.

Additional Responsibilities

- Participate and/or attend events to network and enhance program and agency visibility;
- Regularly report to the High School Programs Manager 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 High School Programs Manager.

Preferred Knowledge, Skills & Abilities

- Demonstrate commitment to the mission of Girls Inc. and its constituents;
- Excellent skills in building and maintaining community collaborations and relationships;
- A self-motivated, flexible, and hard-working approach to mission-focused projects;
- Ability to design and implement programs focusing on needs for middle and high school students;
- Strong decision-making, organizational, problem-solving and communication skills decisions based on agency mission and strategic direction;
- Experience working with diverse populations, be tactful, mature, and flexible;
- Demonstrates professional ethics and integrity;
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic, fast-paced environment;
- Physical and Environmental demands: The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds and occasionally lift/or move up to 30 pounds.

Preferred Education & Experience

- Bachelor's degree in nonprofit studies, education, human development, or other related field;
- 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, Google related products, and experience in database systems.

How to Apply

To apply, submit your cover letter, resume, and salary requirements to careers@girlsincindy.org.

Applications will be accepted until filled and the position is expected to start July 1.