



of Greater Indianapolis

## Girls Inc. of Greater Indianapolis EmpowerHub Program Coordinator

### Position Description

**Purpose of position:** Plan, develop, and implement EmpowerHub program sites at select locations in Marion County. EmpowerHub is a high-impact program that provides comprehensive, research-based, holistic programming on-site to girls throughout the school year through a mix of before school, after school, during school, and/or school breaks.

**Supervisor:** Program Manager

**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 Program Manager 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 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 assigned to the program, by providing training, support, and feedback;
- Communicate with teachers and school administrators on program progress and development on a consistent basis;
- 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.

## 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 workday, evening and weekend hours if necessary;
- Have reliable and consistent transportation.

## Education & Experience

- Bachelor's degree in nonprofit studies, education, human development, or other related field;
- 2+ years' experience in coordinating youth programming; working with community collaboration and knowledge of youth development;
- Experienced in facilitating and/or public speaking;
- Proficient in Microsoft Office Suite (i.e. Word, Excel, PowerPoint, Outlook, Access, SharePoint) and experience in database systems.

Interested candidates please email resume, cover letter, and salary requirements to Caryn Davis, Program Manager, at [cdavis@girlsincindy.org](mailto:cdavis@girlsincindy.org).