



## High School Programs Manager

### Position Description

The mission of Girls Inc. of Greater Indianapolis is to inspire all girls to be strong, smart, and bold. We empower girls to be confident in themselves, prepared for their futures, and ready to take their place in the world. Girls Inc. is committed to serving participants from elementary through high school, to provide consistent development, support, and mentorship. The High School Programs Manager will support Eureka! and Young Women in Leadership (YWIL). They will foster community partnerships and lead our staff teams to ensure each teen participant has a strong and impactful Girls Inc. experience.

**Supervisor:** Vice President of Programs

**Supervisees:** Eureka! Coordinators and High School Program Coordinators (4 staff)

Exempt

Full-time

Non-Exempt

Part-time

### Major Areas of Responsibility

#### Lead implementation of high school programs (35%)

- Drive the Eureka! and Young Women in Leadership (YWIL) program strategy consistent with the organization's strategic and annual plan
- Work collaboratively with the team to develop a plan to lead to high impact programs, including a robust volunteer structure and a participant recruitment plan that prioritizes creating pipelines of service for participants
- Develop tools to monitor and assess impact of program, utilizing the data to inform the continued build out of the program
- Develop and manage the high school programs budget
- Assist in developing and implementing Project Accelerate, a pilot program for Girls Inc. Indy

#### Coach and support teams (35%)

- Hire, manage, train and support program staff, directing their priorities and professional development and growth
- Identify training opportunities to elevate staff and volunteers to provide high quality programming

#### Creation and sustainability of partnerships (20%)

- Identify school partners, consistent with the Girls Inc. Indy partnership criteria and pipeline
- Work with Program Coordinators to support all school partners to provide high impact programs
- Identify and support community collaborations, both community and corporate partners, to support the program experience for participants
- Work collaboratively with the development team on program and volunteer initiatives

#### Additional responsibilities (10%)

- Regularly report to the Vice President 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 growth
- Perform other duties as assigned

## Required Knowledge, Skills & Abilities

- Passion for youth development, gender equity, and a strong advocate for girls'/womens' issues
- Ability to lead, coach, and empower teams and partnerships to meet outlined goals and objectives
- Excellent skills in developing and maintaining collaborative relationships with diverse stakeholders
- Ability to design and implement programs focusing on needs for middle and high school students
- Ability to think critically and make decisions based on agency mission and strategic direction
- Effective communication skills with the ability to adapt communication styles and messages to meet the needs of specific audiences
- Ability to manage multiple priorities and be adaptable in a dynamic, fast-paced environment – all while maintaining a girl-centered approach

## Education & Experience

- Bachelor's degree required
- 2+ years' experience in coordinating youth programming, specifically working with teens, supporting volunteers, and/or community partnerships
- Broad knowledge and experience in program evaluation techniques
- Proficient in Microsoft Office and experience in database systems

## Application Instructions

Interested candidates should submit cover letter and resume to [careers@girlsincindy.org](mailto:careers@girlsincindy.org) with the subject line of High School Programs Manager by January 31, 2022.