

Eureka! Coordinator

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. The Girls Inc. Eureka! program is a STEM based program designed to engage and empower 8th-12th grade girls to see themselves as an important part of the STEM workforce of the future. In this position, the Eureka! Coordinator develops and implements years three through five of the five-year program which aims to build girls' confidence in STEM and leadership development, while exposing them to a variety of career and educational pathways.

Supervisor: High School Programs Manager

Supervisees: Eureka! Summer Camp Coordinator and Facilitators

Exempt

Full-time

Non-Exempt

Part-time

Major Areas of Responsibility

Program development and planning (40%)

- Create program content for the Eureka! summer camp program, including internships, and year-round workshops, consistent with the Eureka! program framework
- Identify potential collaborative relationships to support the Eureka! program and participants, including corporate and community partners
- Develop and host an internship program, including identifying corporate partners to host interns, training participants and corporate partners on their responsibilities, and supporting all constituents through the process

Program implementation and coordination (40%)

- Coordinate and implement the summer and school year program and experiences in accordance with the Girls Inc. Eureka! program framework
- Build rapport with all program participants and their families, providing consistent support and growth opportunities for program participants
- Administer implementation and achievement of program goals and outcomes
- Ensure programming is developmentally and culturally appropriate
- Ensure retention of participants and prevent attrition over the course of the 5-year program cycle

Coach and support teams (15%)

- Recruit, hire, and train Eureka! summer camp staff
- Provide guidance, coaching and support for summer camp program staff to meet outlined summer camp goals

Program administration (5%)

- Ensure accuracy and timely completion of all related paperwork
- Monitor expenditures to ensure program operates within its allocated budget
- Collect, track and analyze program evaluation and demographic data
- Improve program based on evaluation results and best practices

Additional responsibilities

- Regularly report to the High School Programs Manager on progress towards established goals, including programming, participants, and partnerships
- 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'/women's issues
- 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 in nonprofit studies, education, human development, or other related field
- A minimum of one-year experience in coordinating youth programming, supporting volunteers, and working with corporate and/or community collaborations
- Knowledge of and experience with science, technology, and math programming and curriculum
- Reliable and consistent method of transportation
- Proficient in Microsoft Office and experience in database systems

Application Instructions

Interested candidates should submit cover letter and resume to careers@girlsincindy.org with the subject line of Eureka! Coordinator by March 9, 2022.