

Young Women in Leadership (YWIL) 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. Young Women in Leadership (YWIL) program is a year-long program designed to enhance the leadership skills, college preparedness, and career development of high school students in Indianapolis. In this position, the Coordinator develops and implements programming consistent with the YWIL program framework, while also supporting participants and program partners.

Salary: \$41,200

Supervisor: High School Programs Manager

Exempt

Full-time

Non-Exempt

Part-time

Major Areas of Responsibility

Program development and planning (40%)

- Create program content for the YWIL program that aligns with the YWIL program outcomes
- Identify potential collaborative relationships to support the YWIL program and participants, including corporate and community partners
- Maintain effective program partnerships with partnering locations (high schools in Indianapolis)
- Engage program partners in recruiting and retention tactics to continue to serve a minimum of 25 participants at each location

Program implementation and coordination (40%)

- Coordinate and implement the two YWIL programs to focus on college and career preparedness and leadership development
- Work with program participants to create and keep accountable to their personal growth plans
- 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
- Practice consistent risk management in all areas of program management; communicating organization procedures to program participants, families and partners

Program administration (20%)

- 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

Additional responsibilities

- Regularly report to the High School Programs Manager on progress towards established goals, including programming, participants, and partnerships
- Support the She Leads mentoring program, including providing support to volunteer mentors and mentees and co-facilitate mentoring sessions and workshops
- 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
- Experienced in working with underserved, underrepresented, and marginalized youth; culturally competent and empathetic
- 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 socio-emotional development with teens, focus on college and career programming is preferred
- 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 YWIL Coordinator.

To learn more about the Young Women in Leadership program, scan the QR code below.

