

## EmpowerHub 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. EmpowerHubs offer comprehensive year-long programming, embedded within Indianapolis elementary and middle schools, providing consistent mentorship and hands-on curriculum focused on healthy lifestyles, life skills development, and academic enrichment. The EmpowerHub Coordinator will develop, plan, and implement the program at two program locations in Marion County providing a high-impact and quality experience for a minimum of 90 program participants.

Supervisor: EmpowerHub Manager

Supervisees: Program Facilitators

Exempt

Full-time

Non-Exempt

Part-time

### Major Areas of Responsibility

#### Program development and planning (40%)

- Create program content for the EmpowerHub locations, including utilizing Girls Inc. curricula, community collaborators, and supplemental interactive and relevant activities focused on healthy living, academic enrichment, and life skills development, consistent with the EmpowerHub program framework
- Build a positive and productive relationship with the program partner (school administrative staff and site contact) to support the implementation of the program

#### Program implementation and coordination (40%)

- Implement day-to-day processes to meet program objectives and outcomes that are 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 facilitators and volunteers that are assigned to the program, by providing training, support, and feedback
- Communicate with teachers and school administrators on program progress and development as needed
- Provide operational troubleshooting to ensure a high-quality experience for participants.

#### Reporting and evaluation (10%)

- 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 (10%)**

- Regularly report to the EmpowerHub 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 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 elementary and middle 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
- A minimum of one-year experience in coordinating youth programming
- 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](mailto:careers@girlsincindy.org) with the subject line of EmpowerHub Coordinator.