

## EmpowerHub Coordinator

### Position Description

Girls Inc. of Greater Indianapolis inspires all girls to be strong, smart, and bold. Our purpose is to empower girls, instilling confidence and preparing them for a future where they are ready to make their mark on the world. EmpowerHubs offer comprehensive year-long programming; EmpowerHubs are embedded within Indianapolis elementary and middle schools. Through consistent mentorship and hands-on curriculum, we promote healthy lifestyles, develop essential life skills, and enrich academics. The EmpowerHub Coordinator will play a vital role in achieving our mission. Collaborating with team members and community partners, this role involves developing, planning, and implementing programs at multiple locations. The coordinator will ensure a high-impact, quality experience for participants, aligning with our core values and objectives. The EmpowerHub Coordinator will be key in bringing our vision to life, connecting with youth, and empowering them through engaging thoughtful programming.

Supervisor: EmpowerHub Manager

Exempt

Full-time

Non-Exempt

Part-time

### Major Areas of Responsibility

#### Program development and planning (20%)

- Collaborate to develop program content for EmpowerHub locations, utilizing Girls Inc. curricula, community partners, and supplementary interactive activities. Focus areas include healthy living, academic enrichment, and life skills development in alignment with the EmpowerHub program framework and under the guidance of the Program Leadership.
- To facilitate successful program implementation, foster positive and effective relationships with program partners, including school administrative staff and site contacts.

#### Coordination and Delivery of Girl-Focused Programs (60%)

- Act as the primary facilitator for programming across multiple programs, mentoring and advocating for youth participants.
- Ensure the safety of all program participants, including utilizing a trauma-informed approach and positive reinforcement for behavior management.
- Effectively utilize the database to coordinate volunteer opportunities on-site and within the office setting.
- Create and maintain an effective learning environment in alignment with Girls Inc.'s programming philosophy.
- Maintain program materials, required attendance records, outcome measurement activities, and program surveys.
- Communicate regularly with Program Partners(s) about the programs' progress, challenges, and successes.

### **Reporting and evaluation (10%)**

- Collaborate with school staff and parents to gather student data following the organization's data management policy.
- Compile program outcome data through various means, including outcome measurement activities, feedback surveys, and the national agency outcome survey for all program participants.
- Enter relevant data into the database, complying with the organization's data management procedures and timelines.

### **Additional responsibilities (10%)**

- Regularly report to the EmpowerHub Manager on progress, proposing strategies and timelines for upcoming initiatives.
- Engage in meetings, trainings, and conferences to further professional development and growth.
- Execute any other duties as assigned by management.

## **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 the 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 years 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.