

Program 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. Program Coordinator develops, implements, and facilitates various programs that support our mission while supporting participants and program partners as a positive role model.

Supervisor: Lead Coordinator

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| <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Full-time |
| <input checked="" type="checkbox"/> Non-Exempt | <input type="checkbox"/> Part-time |

Major Areas of Responsibility

Program development and delivery

- Plan and deliver programs for girls that achieved established program outcomes.
- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy.
- Maintain program materials, required attendance records, outcome measurement activities, and program surveys.
- Communicate regularly with Coordinator Lead about the programs' progress, challenges, and successes.
- Identify and support potential collaborative relationships to support the program and participants, including corporate and community partners.
- Actively recruit students into the program
- Ensure programming is developmentally and culturally appropriate.

Program implementation and coordination

- Implement summer and school-year programming consistent with program objectives.
- Serve as a positive role model for participants, site contacts, and the community.
- Build rapport with all program participants and their families, providing consistent support and growth opportunities for participants.
- Motivate and engage youth enrolled in the program through positive behavior management and utilizing a trauma-informed approach.
- Implement day-to-day processes to meet program objectives and outcomes established for the program.
- Ensure retention of participants in the program lifecycle
- Practice consistent risk management in all areas of program management, communicating organization procedures to program participants, families, and partners.

Program Administration

- Ensure accuracy and timely completion of all related paperwork.
- Monitor expenditures to ensure the 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 Management on progress toward 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
- 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 facilitate programs focusing on the needs of students.
- Ability to think critically and make decisions based on the agency's 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 or one year of experience in coordinating youth programming, supporting volunteers, and working with corporate and/or community collaborations.
- Experienced in delivering presentations, facilitating training and/or participating in public speaking events.
- Reliable and consistent method of transportation
- Proficient in Microsoft Office and experience in database systems