



Girls Incorporated<sup>®</sup> of Orange County  
Job Position Description

**POSITION INFORMATION**

Position Title:

Program Director

Supervisor:

Chief Program Officer

Full or Part-time:

Full-time

Supervises:

Senior Program Success Coordinators (2)

Senior STEM Coordinator

Senior Curriculum Coordinator

Purpose of Position:

The Program Director reports directly to the Chief Program Officer and works with the Executive Management Team ensuring programmatic strategic initiatives and goals are met. S/he will maximize the potential of current program offerings and agency standing within the community. S/he will manage the Senior Coordinators who oversee programming on the elementary school, middle school, high school, college and career readiness teams. In order to ensure that Girls Inc. (GIOC) is aligned with its strategic plan, s/he will provide oversight on the following: programming alignment with Girls Inc. program model, curriculum development, financial, and staff development.

Regular or Temporary:

Regular

This position will manage a wide variety of all programs that span across elementary, middle, high, and college and career. These include programs such as Literacy Lab, Life skills/Social Emotional Learning (SEL), Smart-Ups, Eureka, STEM, College and Career Readiness, and virtual programming. In coordination with the Senior Program Team, the Program Director will serve as a content expert in all programming and as a resource for evaluation and grant management questions.

**PRIMARY RESPONSIBILITIES**

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Management and Personnel (50% of time)

- Directly manage Senior Coordinators with oversight of 14+ staff, including all outreach to program sites
- Create and implement individual development plans for direct reports; assist Senior Coordinators on creation and implementation of individual development plans for their direct reports
- Train and coach Senior Coordinators on best practices for strengthening/supporting relationships with their direct reports, along with how to handle difficult staff/volunteer situations
- Plan and oversee system of aligning program personnel with program schedules
- Use existing hiring model to attract highly-qualified program personnel
- Train, coach and consult facilitators on program facilitation, how to handle girls' conflict resolution, working with community partners, families, and challenging situations involving sites



- Contribute in strategic planning and organizational development
- Collaborate with Volunteer Department to ensure efficient use of volunteer/interns for program
- Collaborate with Development Department to ensure culture of philanthropy, sharing girl stories and outcomes to share with funders
- Work with the CPO to ensure that all direct reports receive annual documented reviews and that Senior Coordinators provide annual reviews and site evaluations twice a year.

Job Components include three key areas of competency: outcomes, curriculum, and financial (50% of time)

#### Outcomes/Deliverables

- Implement the strategic vision set by CPO to promote and expand GIOC programming in Orange County.
- Possess an in-depth understanding of the agency's strategic plan broadly and the Program team's strategic planning specifically
- Responsible for serving a minimum of 9,500 girls in a single calendar year, with plans for 12% growth annually
- Responsible for the quantitative and qualitative success of all individual programs such as Literacy Lab, Smart-Ups, Sheroes, STEM in a Bag, Eureka, College Bound, Girls Meet the Workforce, among others, as well as the successes of the programs at large

#### Curriculum

- Utilize the Program Lifecycle (needs Assessment, Planning, Implementation and Evaluation) and the Girls Inc. Toolkit when developing curriculum
- Work with the coordinators/facilitators to create guides for each program with the ability to update curriculum when needed
- Manage the lifecycle of programs by updating and redesigning the curriculum with current researched based information with the Senior Curriculum Coordinator.
- Develop workshop series geared toward the guardians/care takers of our girls to reinforce GIOC principles at home
- Maintain understanding of trends in youth development, collaboration, and other societal movements.

#### Financial

- Oversee and track program-related expenses and revenues in alignment with annual budget
- Review and approve program-related purchases
- Assist CPO in developing the annual Program Department work plan and budget

#### Additional Responsibilities

- Act as project manager for special agency initiatives
- Participate in meetings, trainings, and conferences to further professional development
- Perform other duties as assigned by organizational senior leadership
- Actively contribute to the organizational culture and outstanding teamwork
- Provide support to organization staff as needed



## QUALIFICATIONS

### Qualifications

The Program Director will be thoroughly committed to Girls Inc.'s strategy and mission. All candidates will demonstrate leadership, coaching, and relationship management experience and strong demonstrated success managing a variety of relationships.

Other qualifications include:

- *Program Leadership and Management:* This individual will have taken a hands-on approach in leading a variety of initiatives. The ideal candidate will have a track record of effectively leading a performance-based and outcome-based program and staff.
- *Team Building and Development:* The successful candidate will have recruited, managed, and developed a strong team of staff, and program/project managers. This individual will serve as a "player/coach" to motivate and mentor his/her team.
- *Exceptional Communication and Influencing Skills:* As a voice/advocate for Girls Inc., the Program Director will have strong written and verbal communication skills. S/he will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills. This individual must work collaboratively with internal as well as external partners and other organizations, to affect change.
- At least 10 years of management experience, showing progressively more responsibility
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives, and manage a budget
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for Girls Inc.'s mission and commitment to working collaboratively with a management team of senior professionals
- Solid judgment and apparent leadership skills
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities
- Computer literacy, specifically with MS Office and Outlook

### Work Environment

- Computer literacy, specifically with MS Office and Outlook, knowledge of data base systems a plus
- This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Sit or stand for up to 4 hours at a time
- Lift up to 25lbs.
- Have reliable transportation

### Compensation and Benefits

- Competitive salary commensurate with qualifications and experience. Salary starting at \$90,000 annually
- Hybrid schedule to include at least two days per week at the Girls Inc. of Orange County's offices in Santa Ana.
- Medical insurance (after 60 days) and retirement plan (after 90 days) provided.
- Dental and Vision insurance covered by employer.
- Paid holidays, vacation, sick time, and birthday holiday

Inspiring all Girls to be Strong, Smart and Bold<sup>SM</sup>



PLEASE NOTE: Applicants must submit a cover letter to demonstrate writing ability. Applications without a cover letter will not be considered.

Please send cover letter and resume to Human Resources: [humanresources@girlsinc-oc.org](mailto:humanresources@girlsinc-oc.org)

For more information on Girls Inc. of Orange County, please visit our website at: [www.girlsinc-oc.org](http://www.girlsinc-oc.org). Girls Incorporated is an equal opportunity employer.