



Girls Incorporated® of Orange County  
Job Description

**POSITION INFORMATION**

Position Title: Teen and Elementary Programs Coordinator

Positions Available:

One

Supervisors:

Program Managers

Full or Part-time:

Full-time

Purpose of Position:

The Coordinator will work within the Programs team to develop and grow Girls Inc. of Orange County (GIOC) summer programs and provide support and assistance to existing programs and ensure the growth and sustainability of newer programs.

Regular or Temporary:

Regular

**PRIMARY RESPONSIBILITIES**

Scope of Work:

The Teen and Elementary Programs Coordinator will report directly to the Program Managers. The Coordinator will provide support and assistance for the development and growth of the Summer Programs and other special projects. The following initiatives will be key for the Coordinator's role: expansion of Eureka! and Entrepreneurship Academy Summer Camps into year-round programming that expands to multiple sites and engages girls from all demographics across Orange County; Externship Program growth and support to ensure steady and consistent growth of the program and assistance with securing site hosts and providing a comprehensive Girls Inc. experience during the program; the development and growth of a Teen Advocacy Group and other advocacy-related projects. The Coordinator will also work with the Director of Program Services (DPS) and the Development Team (including the Marketing Task Force) to execute GIOC's programs-related social media output. Additional duties and responsibilities are as described below:

Position Functions:

- ❖ Work with DPS and Program Managers to provide support in programmatic scheduling for both year-round programs and summer programs
  - ❖ Intensive year-round programmatic efforts to increase connectivity of girls to Girls Inc.
    - Conduct facilitation at outreach sites as needed
    - Coordinate year-round events for Entrepreneurship Academy and Eureka!
- ❖ Increase Community Awareness of Girls Inc. summer programming
  - Chamber of Commerce (or like organizations) efforts (mixers, bulletins, calendars)
  - Coordinate Summer Programming marketing and promotions in a thoughtful, year-round, strategic plan
- ❖ Work with Managers and program-specific-Coordinators to ensure summer program curriculum is developed and updated in time for summer program use
- ❖ Manage summer registration and enrollment
  - ◆ Adept at navigating GIOC website to monitor enrollment, assist parents and families with enrollment
  - ◆ Provide weekly enrollment and registration updates to Managers and DPS (or as needed)
  - ◆ Provide all parent and family communication relating to enrollment and registration



### Personnel

- ❖ Plan and oversee system of aligning program personnel with summer program schedules
- ❖ Coordinate training schedule for facilitation staff

### Advocacy Program

- ❖ Recruit girls to participate in year-round Teen Advocacy Program (TAP)
- ❖ Maintain a minimum of 10 teen participants in the Program
- ❖ Work with DPS to create Teen Advocacy Program curriculum and content
- ❖ Develop and conduct evaluation for Teen Advocacy Program to ensure it meets program outcomes and goals
- ❖ Work with DPS and grant writer to develop program to be shared in multiple grants for continued funding
- ❖ Facilitate Teen Advocacy program for youth
- ❖ Responsible for all participant communication relating to Teen Advocacy Program
- ❖ Develop and execute at least one comprehensive advocacy project for the TAP each year
- ❖ Develop and execute a minimum of three events for the TAP to create and participate in each year that relate to overall advocacy goals and project(s)
- ❖ Lead TAP to be a change-oriented group focused on outcomes and impact on the community and society

### Social Media

- ❖ Daily use of GIOC's accounts on Twitter, Instagram, Snapchat, and Facebook (and any other approved social media platforms)
- ❖ Create and post a minimum of one programs-related post per day
- ❖ Advertise and promote all programs on all platforms
- ❖ Collaborate with Development Team, and Corporate Engagement, and Marketing Task Force to ensure social media is promoting GIOC relationships and connections

### Evaluation/Quality Assurance

- ❖ Responsible for coordinating the evaluation/analysis of the Eureka! and Entrepreneurship Academy programs and other summer programs
- ❖ Works with Evaluation Coordinator to develop tools and instruments to assess impact on girls, partners, and volunteers
- ❖ Oversee selection of existing curriculum and development of new curriculum in order to meet the local needs of girls
- ❖ Oversee timely/accurate program and volunteer data collection/entry
- ❖ Continuously track progress towards grant requirements

### Financial

- ❖ Assist in tracking program-related expenses and revenues in alignment with annual budget
- ❖ Assist in developing the annual Program Department work plan and budget

### Additional responsibilities:

- ❖ Participate in meetings, trainings, and conferences to further professional development
- ❖ Perform other duties as assigned by the DPS and Program Managers



## QUALIFICATIONS

- ❖ Bachelor's degree at a minimum with 2+ years of youth development experience
- ❖ Background in youth development, gender equity, and a strong advocate for girls'/women's issues
- ❖ Experienced with community outreach models, developing/maintaining collaborative relationships with diverse stakeholders
- ❖ Knowledge of current issues (social and legal) affecting women and girls (experience in legal field or lobbying a plus)
- ❖ Proven experience in recruiting and supervising both employees and volunteers
- ❖ Experienced in program evaluation techniques and practices
- ❖ Experienced with using a database as a management and analysis tool; ability to keep clear, systematic electronic records
- ❖ Knowledge of Microsoft Office
- ❖ Must clear background check and have reliable transportation.
- ❖ Bilingual Spanish preferred.

Salary is based on experience and education of candidate.

### Work Environment:

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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, sometimes for 2-6 hours, walk, reach with hands and arms, stoop, talk and hear
- Employee is required to sit, sometimes for a few hours at a time
- Must be able to lift and/or move up to 25 lbs

Please send resumes to: Jessica Hubbard at: [jhubbard@girlsinc-oc.org](mailto:jhubbard@girlsinc-oc.org)

No phone calls, please. For more information on Girls Incorporated of Orange County, please visit our website at: [www.girlsinc-oc.org](http://www.girlsinc-oc.org). Girls Incorporated is an equal opportunity employer.