



Girls Inc.® of Orange County
Job Position Description

POSITION INFORMATION

Position Title:
Program Associate

Supervisor:	Full or Part-time:	Department:
Chief Program Officer (CPO) Program Manager (PM)	Full-time	Program

Purpose of Position: Program Associate works with Chief Program Officer and Program Manager to provide general administrative support to meet department and agency strategic and grants goals.	Regular or Temporary: Regular
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PRIMARY RESPONSIBILITIES

Scope of Work:

The Program Associate will report directly to Chief Program Officer (CPO) and Program Manager (PM), duties below.

Program

- Associate works alongside CPO and PM to ensure nearly 6,000 girls and their families are served through quality programming and events; this includes managing data and creating reports
- Associate provides administrative support to the CPO and PM:
 - Provides support to CPO and PM and performs project-based duties for Executive Management Team
 - Manages CPO's and PM's calendars and contacts, schedules meetings with external parties, conference and event registrations, and flight and hotel reservations.
 - Tracks CPO's' and PM's expenditures and submits PO's, Check Requests, and Mileage
 - Coordinates the activities of and provides professional service to the Board of Directors as needed
 - Assists CPO in preparation of reports for Executive Committee Meetings and Board of Directors Board Meetings
 - Prepares presentations for meetings and events as assigned
 - Provides information and communicates effectively with staff and Board of Directors in a timely and professional manner
 - Assembles packets and agendas for meetings and distributes electronically in advance
 - Liaison to school and community partners as needed
- Associate provides direct support in scheduling, logistics, and execution for agency events
 - Provides support with event planning and execution
 - Assists with finding and securing keynote speakers, panelists, and other guests



- Researches and secures vendors for lunch, programs, and other items
- Assists with logistics of conference: registration, volunteers, programs, parking, payments
- Takes lead on closing out of conference: payments due, invoices, sponsor thank you letters, and dashboard

Grants Tracking

- Associate supports Senior Multimedia Coordinator with grant tracking process including: submissions, tracking of proposals and ensuring reporting dates are met; works alongside Managers & Coordinators to ensure successful completion of grant objectives. Must provide direct administrative support to Grant Writer as needed.

Data and Evaluation

- Associate supports PM with data management and tracking and ensuring all data entry is timely and accurate
- Provides oversight and support to Program team educators and coordinators in their data entry and management, including attendance, registration, and survey completion

Additional responsibilities:

- Attend meetings and other venues to support Program Department
- Participate in trainings and conferences to further professional development
- Perform other duties as assigned by CPO and PM
- Provide front office coverage for the GIOC office

QUALIFICATIONS

- Bachelor's degree and minimum of two years experience within nonprofit sector; experience must include administrative support
- Background in youth development, gender equity, and a strong advocate for girls'/women's issues preferred
- Experienced with using a database as a management and analysis tool; ability to keep clear, systematic electronic records
- Advanced technology user in Microsoft Office Suite & skilled in creating Power Point presentations, detailed charts, graphs, spreadsheets, etc.
- Experience meeting deadlines and working in a quick & efficient environment
- Must clear background check and have reliable transportation.
- Must have proof of COVID-19 vaccination.

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

Compensation will be based on experience.

Please send cover letter and resume to Human Resources: humanresources@girlsinc-oc.org

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