



Girls Incorporated of Orange County
Job Description

POSITION INFORMATION

Position Title: Community Engagement Coordinator

Supervisors:
Program Director

Full or Part-time:
Full time

Positions Available:
One

Purpose of Position:

Girls Inc. of Orange County is a private, non-profit agency serving girls aged kindergarten through college. We are an affiliate of the Girls Inc. National organization, the nation's leading voice for girls. Our programs for girls give equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart and Bold. This position will cultivate partnerships with schools, community organizations, and stakeholders to enhance program visibility and foster collaborative support for sustained impact. The Community Engagement Coordinator will be responsible for advancing the agency's recruitment and community engagement efforts to support strategic growth goals.

Regular or Temporary:
Regular

PRIMARY RESPONSIBILITIES

Scope of Work:

Under the supervision of the Program director, the Community Engagement Coordinator will implement targeted recruitment strategies, ensuring alignment with the agency's expansion objectives and maximizing return on investment. To strengthen the agency's community engagement practices, they will build and maintain strategic relationships with schools, community agencies, and other stakeholders to enhance support for program initiatives. This role will assist Senior Management in establishing community presence by participating in collaborative meetings, conducting routine surveys and check-ins with partnered agencies, facilitating parent workshops, and researching additional ways to build strategic visibility. Additionally, this role will provide training and support to internal teams, strengthening the organization's overall capacity for effective family and community engagement.

The Community Engagement Coordinator will be successful when the following key areas have been achieved:

Primary Duties and Responsibilities

General Engagement Activities

- Implements a comprehensive recruitment plan that is aligned to the agency's strategic plan expansion goals.
- Coordinates recruitment strategies and efforts to ensure successful implementation and ROI.
- Provides support and consultation to educators and coordinators during periods of recruitment.
- Supports the development of relationships between schools, parents, and community agencies to create partnerships that enhance resources, provide mutual support, and foster collaborative initiatives.
- Maintains positive relationships with community and school staff liaisons, including participating in coffee chats, community networking, and scheduling quarterly check-ins with individuals relevant to strategic partnerships.
- Collaborates with Communications and Marketing Specialist (CMS) to develop and implement social media outreach plans for programs and events.
- Conduct quarterly review/audit of the Girls Inc. of OC. website and send notes to CMS.
- Assists with the creation and revision of marketing materials, including slideshows and general flyers, to support engagement and recruitment efforts.
- Developing standard practices for language translations with Program Director and continuously sharing practices with program team.
- Collaborate with Development and Corporate Engagement teams to strategize on nurturing and leveraging relationships with our stakeholders across the year to supplement participant recruitment.

Date Revised:12/2025



- Support in the planning and implementation of family engagement events (school-year family workshops, family nights, summer engagements).
- Builds programming team capacity in family and community engagement best practices and may lead cross-departmental trainings.
- Maintain accurate and updated resource management for all tools used in engagement management (Recruitment Overview Sheet, School and Community Contact Lists, Interests Lists).
- Regularly analyze and report on recruitment and retention data to evaluate progress, identify trends, and inform future strategies.
- Establish a working document of resources available in the community to be utilized by educators to inform parents and participants of other opportunities.
- Maintains effective lines of communication with staff and administrators.
- Provides direct program services as assigned (ex: workshops, assemblies, parent/guardian information sessions)
- Participates in appropriate professional growth activities.
- Supports implementation of the Girls Inc. of Orange County strategic plan.
- Other duties as assigned by the Program Director.

Coordination Activities

- Leads the Recruitment & Retention Committee and provides general direction to the rest of the team on recruitment goals.
- Work with Program Director on tracking recruitment and retention expenses across programs.
- Assist in developing recruitment and retention budget with either Program Director.
- Assist in coordinating girl-focused events by actively participating in committees.

Other

- Represent and advocate for the agency at collaborative meetings and coalitions within Orange County communities as the organization continues to grow. Examples include, but are not limited to: ACT Anaheim, Anaheim Human Services, NMFRC Steering Committee meeting, FaCT Leadership Council, and OC Pathways.
- Identify new collaborative meetings where Girls Inc. should have a presence.
- Create a monthly calendar of events and activities for the programs department.
- Represents the organization at community events and meetings to enhance visibility and strengthen partnerships.
- Actively contributes to the organizational culture of outstanding teamwork.
- Positively represent Girls Inc. by being a good role model.
- Actively engage in on-going training, conferences, and workshops to continuously enhance skills and meet the needs of youth.
- Represent and promote Girls Inc. at local community outreach events, school open houses, etc.
- As a mandated reporter, report suspected child abuse and/or neglect in accordance with California law.
- As needed, provide support to other Programs and organization staff.
- Other duties as assigned by agency leadership.

QUALIFICATIONS

1. Minimum of 2-4 years experience in K-12 education, either formal or informal education.
2. BA/BS in human services, social work, education, gender studies or related field or currently in process of completing degree.
3. Computer literacy, specifically with Microsoft Office software and database programs.
4. Proof of TB clearance within one year of employment.
4. Must have a clear background check.
4. Must be available to work some evenings and weekends.
5. Must have reliable transportation.
6. Must be bilingual (Spanish/English)

Preferred Qualifications

1. Experience with virtual program implementation and facilitation.



Compensation and Benefits:

- Hourly rate: starting at \$27/hour; salary commensurate with qualifications and experience.
- Medical insurance (after 60 days), employer covers 85%
- Dental and Vision insurance covered by employer at 100% cost
- Retirement Plan
- Paid holidays, vacation time, sick time, and birthday holiday

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 and a letter of interest to: humanresources@girlsinc-oc.org

No phone calls, please.

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