



of Metropolitan Dallas

Position Title: Program Facilitator Eureka! Specialist

Category/FLSA Status: Full-time, Non-exempt

Supervisor: Director of Special Programs and Recruitment

Direct Reports: No Direct Reports

Position Summary

The Program Facilitator Eureka! Specialist is responsible for the implementation of the Eureka! program: a 5-year cohort-based STEM program that engages and empowers 8th-12th grade girls, encouraging them to see themselves as an essential part of the future STEM workforce. This role will support the coordination and execution of the Eureka! STEM program. Additionally, the Program Facilitator Eureka! Specialist will plan and participate in the delivery of programs encompassing the Girls Inc. Experience, which include a combination of educational, physical, and social activities for girls ages 6-18.

Primary Responsibilities and Duties

Program Coordination and Implementation

- Coordinate all aspects of the Eureka! STEM program, including but not limited to: recruitment, college and community partners, workplace exploration opportunities, internships, college prep, field trips, activities, transportation, meals, community service, etc.
- Utilize the Girls Inc. Experience to plan & facilitate programs & activities
- Create a pro-girl learning environment that is safe, challenging, engaging and age-appropriate
- Serve as a good role model by providing mentorship to girls and setting a positive example
- Create rules in collaboration with partners and youth and enforce them at all times; provide corrective action as needed according to organizational guidelines
- Cultivate and foster positive relationships and open communication with parents & guardians
- As a representative of Girls Inc., attend school, church and community events to build awareness of our work
- Maintain files on lessons learned, successes, and opportunities in order to build upon for the next program cycle
- Serve as a subject matter expert, field recruitment questions, and identify opportunities to enhance and expand programming
- Attend staff meetings, training events, and workshops
- Maintain report cards and up-to-date participant records in Trax8 database
- Participate as needed in evaluation visits as related to grant requests
- Support program staff as needed

Administrative

- Collect and track program fees
- Submit reports related to events, activities, or programs as requested
- Maintain inventory of supplies, and recommend and order supplies as needed
- Maintain all necessary program documentation; collect and track program data
- Administer surveys and assessments according to outcomes measurement strategy

Provide Transportation and Maintain Vehicles

- Transport girls to and from field trips
- Ensure vans are maintained, fueled and clean
- Ensure safety measures are upheld when transporting girls

Minimum Qualifications

- Bachelor's degree with courses in social work, education, recreation, psychology, and/or sociology preferred; special consideration may be given for equivalent experience and personal qualifications in lieu of degree
- Two + years of work experience in youth services or related field
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work
- Knowledge of Microsoft Office programs
- Must be at least 21 years of age with a valid Texas driver's license and safe driving record
- Flexibility with working hours and available to work some evenings and weekends

Additional Preferred Qualifications:

- Bilingual in Spanish
- BA or BS in related field

Physical Requirements

This position requires the ability to operate phones, computers, and other office equipment, and physical ability to perform light lifting. Employee must be able to communicate effectively with program participants. Work is performed in an office or classroom setting. Employee may be required to travel to various locations throughout Dallas County. Employee must also be able to sit or stand for up to four hours at a time. Generally, the working conditions have little or no exposure to extremes.

Equal Employment Opportunity

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

How to Apply

To apply, please submit resume and cover letter to careers@girlsincdallas.org. No phone calls, please.