



of Metropolitan Dallas

**Position Title:** Program Coordinator, College & Career Readiness

**Category/FLSA Status:** Full-time, Exempt

**Supervisor:** Program Manager, College & Career Readiness

**Direct Reports:** No Direct Reports

### **Position Summary**

The Program Coordinator, College & Career Readiness is responsible for the implementation of Girls Inc. college and career readiness programs and supports the coordination and execution of programs such as: Economic Literacy, College and Career Readiness, and the Eureka! STEM program: a 5-year cohort-based STEM program that engages and empowers 8<sup>th</sup>-12<sup>th</sup> grade girls, encouraging them to see themselves as an essential part of the future STEM workforce. Additionally, the Program Coordinator will focus on the delivery and planning of high-quality, impactful programs encompassing the Girls Inc. Experience, helping girls to achieve their full potential and grow up healthy, educated, and independent. Programs are delivered during school hours as well as during out of school time, including before and after school, summer, and other out of school time opportunities. The Program Coordinator will deliver programs, both in-person and virtually, at Girls Inc. of Metropolitan Dallas sites as well as at schools and partner locations.

### **Primary Responsibilities and Duties**

#### **Program Coordination and Implementation**

- Coordinate all aspects of Girls Inc. college and career programming, including, but not limited to, recruitment, college and community partnerships, workplace exploration opportunities, internships, college prep, field trips, activities, transportation, meals, community service, etc.
- Utilize the Girls Inc. Experience to plan and facilitate assigned programs
- Create a pro-girl learning environment that is safe, challenging, and engaging
- Create positive relationships with girls, parents, and partners, ensuring high levels of satisfaction
- Deliver high-quality, impactful programs in both in-person and virtual settings
- Provide mentorship and academic support
- Provide safe transportation to and from Girls Inc. sites in Girls Inc. vehicles as required
- Administer meal service in compliance with food partner requirements
- Implement all safety and program quality standards
- Ensure necessary program data is collected to support grant outcomes and impact
- Monitor program implementation to ensure success and recommend program improvements
- Serve as a subject matter expert, field recruitment questions, and identify opportunities to enhance and expand programming
- Implement recruitment plans in collaboration with program leadership to achieve enrollment targets
- Represent Girls Inc. at community events to build awareness of mission and programs
- Attend staff meetings, training events, and workshops to continually increase knowledge and skills
- Keep abreast of trends in youth development, specifically girls' and women's issues, to strengthen knowledge and support programming efforts

#### **Administrative**

- Create high-quality written lesson plans according to Girls Inc. standards and project timelines
- Maintain inventory of program supplies, and submit supply orders in a timely manner
- Maintain attendance records for participants and volunteers
- Ensure proper collection of impact data and administration of outcomes surveys
- Assist with data entry into participant database

- Submit reports related to events, activities, or programs as requested
- Collect and track program fees
- Monitor facilities, equipment, and vehicles for proper functionality and safety

**Other duties as assigned by supervisor**

**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’ work experience in youth development or related field
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work
- Ability to communicate with youth and foster their involvement and participation in program planning, problem solving, and decision-making
- Excellent grammar, verbal, and written communication skills
- Skill in managing multiple priorities and projects simultaneously
- Proficient in Microsoft Office suite, especially Outlook, Word, Excel, and PowerPoint
- 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 occasional evenings and weekends

**Preferred Qualifications:**

- Bilingual in Spanish
- BA or BS in related field
- Lesson planning and curriculum development experience
- Experience delivering youth programs virtually

**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](mailto:careers@girlsincdallas.org). No phone calls, please.