



College & Career Program Coordinator

This position is: Full-time, Non-Exempt (\$22-\$24 per hour)

Supervisor: College & Career Program Manager

Position Overview

The College & Career Program Coordinator 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, Project Accelerate and the Eureka! STEM program, with a primary focus on youth ages 14-24. 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.

Key Responsibilities

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 non-clinical case management to adult participants ages 18-24
- 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 assigned by Supervisor

The Ideal Candidate will have the 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
- 2+ years of 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
- Experience with youth ages 14-24

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.

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 your resume and cover letter to careers@girlsincdallas.org. Within your cover letter, please include how you heard about this opportunity. No phone calls, please.

Girls Inc. of Metropolitan Dallas is an Equal Opportunity Employer committed to diversity and inclusion. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other factor protected by law. Join us in inspiring all girls to be strong, smart, and bold!