

TITLE: College Access and Workforce Success Coordinator

PROGRAM/DEPARTMENT: Girls Inc. of San Antonio

CLASSIFICATION: Full-Time Exempt Salary Range \$36,000 - \$38,000

PRIMARY FUNCTION/PURPOSE

The College Access and Workforce Success Coordinator plays a central role in the development, coordination, and day-to-day operations of Girls Inc. of San Antonio's strong, smart, and bold programs, connecting academics to life experiences, opportunities, and potential careers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program Coordinator performs a wide range of duties including but not limited to the following:

Plan the program

- Working independently and with the community and other Girls Inc. team members, to plan, manage, and implement activities in the following areas: academic enrichment, career exposure, goal setting, financial literacy, college entry and enrollment, financial aid, and college and/or workforce transition.
- Focusing on middle and high school girls, plan programs to take place on weekends, during the school year, summer and afterschool.
- Cultivates community partners to host job shadow days, paid internships, and other activities to expand possibilities for girls involved with Girls Inc.
- Serves as the point-of-contact for internships hosted within the agency. Including recruitment, training, mentoring, and creating a productive learning environment for interns and work-study students.
- Performs other duties as assigned.

Organize and Facilitate the program

- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities.
- Establish community relationships with organizations to host paid internships for a minimum of 45 high school girls each summer.
- Oversee the collection and maintenance of participant records for statistical purposes according to the confidentiality/privacy policy of the organization.
- Ensure that girls participating in Girls Inc. programs participate in the National Girls Inc. SSBOS process.
- Recruit, engage, and train volunteers for appropriate program activities using established volunteer management practices.
- Initiate and maintain a high volume of email and phone contact with prospective and current Girls Inc. girls and their families, community and school partners, and potential and current donors.

Lead the program

- Serve as the lead program coordinator and ensure that activities are adequately covered with trained PT staff, work study students, volunteers and/or interns.
- Communicate with clients and other stakeholders to gain community support for Girls Inc. and to solicit input to improve the program.
- Present workshops and participate in workshop development.
- Represent the agency and serve as liaison between Girls Inc. and community partners; attending community meetings as deemed appropriate for program initiatives.

Serve as a Professional Asset Builder for youth

- Become proficient in the Search Institute's Developmental Relationships Framework.
- Takes initiative and seeks opportunities to role model developmental relationships with peers, families, girls and other stakeholders.
- Demonstrates empathy and compassion toward others.
- Develops a deeper understanding of restorative practices to elevate the critical role of developmental relationships with the girls involved with Girls Inc.
- Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment.

GENERAL EXPECTATIONS

- Creativity/Innovation: Develop new and unique ways to implement activities that inspire girls to be Strong, Smart, and bold
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Ability to make effective presentations to audiences and lead small group activities
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization; ability to work unsupervised, seek supervision when necessary and use feedback constructively
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Customer Service: Respond to customers/clients (children, community members, co-workers, donors, board members, family members, and volunteers) in a timely and thorough manner; does what is necessary to ensure customer/client satisfaction; prioritizes customer's needs and follows up to evaluate customer's satisfaction.
- Calm and Flexible: Models patience and self-control and is able to tolerate creative chaos; can adapt to new or unexpected situations and rebound from setbacks.

REQUIREMENTS

- College degree in relevant field or equivalent work experience.
- Demonstrated commitment to serving children and their families with an ability to engage and communicate effectively with children, adolescents and families of diverse cultures
- Perform physical activities including: lifting at least 20 pounds several times a week, bending, stopping, twisting and reaching several times a day, leading career and leadership activities for girls ages 6-18
- Record and report significant individual and group behavior to necessary entities, such as the child's caretakers, and or guardians, Girls Inc. President/CEO, Child Protective Services, etc.
- A proven track record of developing and delivering youth programs including experience in summer camp, afterschool settings, and with community partners
- Bi-lingual strongly preferred, Spanish.
- Proficiency in the use of computer for: word processing, presentations, databases, spreadsheets, email, and internet
- Sufficient maturity and judgment to function in crisis and an ability to present a professional demeanor under a variety of conditions.
- Responsible for own personal safety, your co-workers, and others that might enter your work area.
- Be consistent and reliable with punctuality and attendance
- Driving requirements: Must maintain a current drivers' license. Must have access to reliable and safe transportation. Willingness and ability to use personal vehicle for work activities.

DESCRIPTION OF THE WORKING ENVIRONMENT

- Work environment is the Girls Inc. office; however, some work assignments are completed outside of an office setting, including program outreach sites and special event locations
- Weekend and evening work is required.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: Leadership Program Manager
Supervises: PT Program Facilitators
Interns and Volunteers as needed

To apply, send cover letter and resume to:
Sherry Cook, program Director scook@girlsinca.org