

TITLE: Eureka! (STEM) Program Coordinator

CLASSIFICATION: Full-Time Exempt Salary Range \$40,000 - \$44,000

THE EUREKA! PROGRAM

Girls Inc. Eureka! is a STEM-based approach to engaging and empowering 8th - 12th grade girls to see themselves as an important part of the workforce of the future. During the Eureka! program, girls get to participate in a variety of exciting and compelling activities that explore the cutting-edge world of STEM through hands-on experiences in a college campus environment. With complementary activities in sports and physical fitness, healthy living, and financial literacy, Eureka! fully fosters educational, professional and personal development.

Eureka! is a five-year program that brings girls, including many who will be first generation college applicants, onto local college/university campuses for an intensive summer program. As Eureka! continues through the school year, cohorts of 20 - 30 girls stay together throughout the course of the program, sharing hands-on, minds-on, untimed and ungraded opportunities for guided exploration and skills and knowledge building. Girls test themselves mentally and physically and discover that they are capable of far more than they had ever thought possible. And, perhaps most important, participants and their families, many for the first time, are introduced to the requirements and resources that will make higher education and interesting employment that pays a living wage possible.

PRIMARY FUNCTION/PURPOSE

The Girls Inc. Eureka! Program Coordinator is a youth development professional that focuses on providing STEM activities to girls in the San Antonio area. This position plays a central role in the development, coordination, and day-to-day operations of the Girls Inc. STEM program portfolio. The primary function is to develop, deliver, and monitor Girls Inc. Eureka! and STEM + Life Skills programs. The Eureka! Program Coordinator works with independently and collaboratively with Girls Inc. staff, schools and the community to plan, manage, and implement activities in the following areas: afterschool STEM Clubs, Girls Inc. Eureka! program, school breaks and summer camp, teen leadership and mentoring activities, family STEM nights, and other STEM initiatives yet to be determined.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Plan the programs

- Keeping alignment with the National Girls Inc. program framework and adhering to a “whole-girl” philosophy, plan and implement the overall Eureka! program and its activities in accordance with the mission and the goals of Girls Inc. of San Antonio.
- Create a physically and emotionally safe learning environment for girls to engage in STEM activities where they can learn to take risks safely, be resilient, and try without judgment.
- Prepare and implement complimentary programming, workshops, and events for Girls Inc. participants in conjunction with community partners, schools, grants, and special events.

- Writes or adapts STEM program activities, recruits volunteers/mentors, ensures program assessment and evaluation is complete and does most of the program facilitation.

Organize the programs

- Manage the operational details of all Eureka! programs, including daily schedules, location of activities, and the program partners involved.
- Hands-on facilitation and implementation of the Girls Inc. Eureka! program and ensures grant compliance reporting and documentation.
- Ensure that program activities operate within the policies and procedures of the organization
- Ensure participant data is entered into databases including but not limited to Compass 360, Excel Spreadsheets, grant specific databases, etc.
- Maintain Girls Inc. participant files; charting programs attended, contact information, progress, delays, contact time and other vital information as needed or required.
- Observe, record, and report significant individual and group behavior.

Lead the programs

- Communicate with clients and other stakeholders to gain community support for Girls Inc. and to solicit input to improve STEM programs
- Provide guidance and support to potential staff and volunteers who help implement program activities.
- Represent the agency and serve as liaison between Girls Inc. and community partners; attending community meetings as deemed appropriate for STEM program initiatives.
- Supports the fundraising activities of the agency, specifically supports the Girls Inc. Rockit into the Future Science festival.
- Become knowledgeable in Trauma Informed Care and implement all Girls Inc. programs through a trauma informed lens.

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 STEM + Life Skills 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 can 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 25 pounds several times a week, bending, stopping, twisting and reaching several times a day, leading active and often physical activities with girls 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.
- Bi-lingual preferred, Spanish.
- Proficiency in Microsoft Office suite
- Maturity and judgment to function in crisis and an ability to present a professional demeanor under a variety of conditions.
- 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.
- Complete additional projects and responsibilities as assigned.

DESCRIPTION OF THE WORKING ENVIRONMENT

- Work environment is the Girls Inc. office; however, many 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: Associate Program Director

Supervises: Interns and Volunteers as needed

To apply, send cover letter and resume to:

Sherry Cook, Program and Operations Director scook@girlsinca.org