

**TITLE:** Post-Secondary Success Coordinator  
**CLASSIFICATION:** Full-Time Exempt Salary Range \$40,000 - \$44,000

**PROJECT ACCELERATE (PA)**

Girls Inc. Project Accelerate speeds the entry of young women, especially women of color, into positions of influence and leadership, particularly in sectors where pay equity and gender disparities are far too prevalent. Our comprehensive programs advance young women’s educational attainment and skill development, positioning them for professional leadership roles in an evolving work environment. We leverage partnerships with corporations and social impact organizations to support change towards equity in the workplace and access to meaningful careers.

Through Project Accelerate, young women attain relevant leadership, social emotional learning (SEL), and diversity, equity, and inclusion skills that will help them throughout their career trajectory, and

- graduate high school with the skills and confidence to pursue their post-secondary plans;
- successfully navigate through their college and/or work experience;
- participate in valuable paid internship opportunities;
- connect and establish relationships with mentors and coaches;
- pursue career and postgraduate education; and
- experience rewarding and well-compensated employment opportunities.

**PRIMARY FUNCTION/PURPOSE**

The Post-Secondary 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 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 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 Microsoft Office suite
- 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: Associate Program Director

Supervises: Interns and Volunteers as needed

**To apply, send cover letter and resume to:**

Sherry Cook, Program and Operations Director [scook@girlsincsa.org](mailto:scook@girlsincsa.org)