

Job Title:	PROGRAM COORDANATOR (Behavioral Health and Wellness, Victim Services, Healthy Living Program Portfolio)		
Position Type:	Full-Time Exempt	Will Train Applicant(s)	Will Train Applicant(s)
Location:	Girls Inc. of San Antonio Campus 2214 Basse Rd. San Antonio, TX 78213	Organizational Relationship:	Reports to: Program Manager and/or Program Director Directs: N/A Other: Works cooperatively with all staff and volunteers to accomplish mission, goals, objectives and performance measures of the agency.
Pay Range:	\$45,000 - \$49,000	Posting Expires:	When filled
Employment Benefits:	Full-time benefits include health, dental, vision, life, generous PTO and holiday pay, and 401K plan with match		

APPLICATION PROCEDURE

Submit resume, the names of three references, and cover letter indicating interest and qualifications to jobs@girlsincsa.org.
Subject Line: Program Coordinator
Hiring Coordinator: Sherry Cook, COO scook@girlsincsa.org 210-298-5862

ORGANIZATION OVERVIEW

Girls Inc. of San Antonio's mission is to **inspire all girls to be strong, smart, and bold**. Since our founding in 2004, we have delivered programs that support the unique needs of girls and young women from kindergarten to career. All programs are developmentally appropriate, supporting girls' changing needs as they grow. Ensuring that all program delivery in alignment with Social Determinants of Health through a trauma informed care lens as defined by the agency. We empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. From behavioral health and wellness support in elementary and secondary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness skills in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of San Antonio's operating budget is \$2M with 20+ staff located in the GISA Harvey E. Najam Campus and in more than 45 schools and partner organizations across Bexar County.

JOB SUMMARY

The Program Coordinator is a youth development professional that focuses on organizing and implementing direct services in the STRONG program portfolio. STRONG for Girls Inc. of San Antonio are programs, activities, and experiences that provide girls with the knowledge, skills and encouragement to develop and sustain a healthy lifestyle. This position plays a central role in the development, coordination, and day-to-day program operations. The Program Coordinator works independently and collaboratively with Girls Inc. staff, schools and the community to plan, manage, and implement activities in the following areas: afterschool behavioral health and wellness groups, parent and family workshops, peer support groups for girls that are survivors of abuse and neglect, healthy relationship workshops, and other healthy living initiatives. The Program Coordinator is the key relationship builder with the schools, girls, families, and community partners we serve, ensuring that all program delivery is in alignment with social determinants of health through a trauma informed care lens as defined by the agency.
#relationshipsarethework

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the operational details of all STRONG programs, including daily schedules, location of activities, and program partners involved.
- Explores changing interests and developmental needs of girls to keep up to date with changing patterns and ensures participant voices inform the development of programs and activities.
- Contribute to Girls Inc. programming for girls and young women, preparing more girls for life after high school and into the workforce.
- Develop and implement complimentary programming, workshops, and recruitment events in conjunction with community partners, schools, grants, and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES, CONT.

- Ensure that program activities operate within the policies and procedures of the organization.
- Responsible for implementing programs for youth in our community that meets grant and funder requirements, like dosage, curriculum, and grant documentation.
- 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.
- Assist with community and school fairs as well as special events and programs.
- Strengthen parent/caregiver engagement through family activities, parent education, and relationship building.
- Communicate and cooperate with agency partners, staff, volunteers, and clients in a respectful and effective manner.
- Learn the safety procedures for all program delivery spaces and ensure the safety of Girls Inc. participants during programs, field trips and special events.
- Manage the administration of program evaluation tools including national and local outcome surveys, National Girls Inc. Outcome Survey (SSBOS), and other grant specific questionnaires.
- Serve as a Professional Asset Builder for youth and become proficient in the Search Institute's Developmental Relationships Framework.
- 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.
- Complete additional projects and responsibilities as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree, with courses in education, recreation, psychology, and sociology preferred. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
- Experience in youth work or related field which includes some experience in conducting group sessions, administration, curriculum design, and community relations.
- Experience sharing power with children and fostering their involvement and participation in program planning, problem solving, and decision making
- Experience in community cultivation, nonprofit management, sales, and communication.
- Ability to communicate with internal and external audiences and foster their involvement and participation in supporting the mission of Girls Inc.
- Proficiency in the use of computers for: word processing, databases, spreadsheets, e-mail, internet.
- Ability to coordinate a multi-faceted position, and inspire, stimulate, encourage creativity and innovation.
- Strong ability to be flexible and adapt easily to change.
- Proven ability to set priorities and work with minimal supervision.
- Ability to seek supervision and feedback and use it constructively.

ADDITIONAL ELIGIBILITY QUALIFICATIONS/REQUIREMENTS

- Bilingual ability in English and Spanish preferred
- A willingness to follow the philosophy of Girls Inc. and operate as a team player.
- Must have skills in relationship building; be sensitive to cultural differences; have enhanced competencies when working with families, volunteers, and staff from various backgrounds.
- Participate in required training including but not limited to Child Abuse Prevention and Reporting and Emergency Preparedness and Environmental Safety. Employees may be assigned by their department as a key/essential staff level function during critical events or for the purpose of sustaining business continuity.
- Must have reliable transportation, maintain current and valid driver's license, and provide proof of automotive liability insurance
- Must be comfortable driving a 15-passanger van and transporting children during field trips, for events, and other special activities
- Must be able to pass drug screening, criminal and driving background check

SUPPORT THE GIRLS INC. VISION, MISSION & VALUES

Vision: [OBJ]	Powerful girls in an equitable society
Mission: [OBJ]	To inspire all girls to be strong, smart, and bold
Organizational Values: [OBJ]	• Support the strength in every girl • Care and Concern for the well-being of others • Respect and appreciate the multitude of ideas, approaches, and perspectives of others • Results anchored in integrity and accountability • Collaborate for impact

COMPETENCIES

- **Ethical Decision Making:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- **Relationship Builder:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Serve as a Professional Asset Builder for youth and become proficient in the Search Institute's Developmental Relationships Framework
- **Culturally Competent:** Ability to work effectively with youth and adults from various cultural, linguistic, socio-economic, cognitive social-emotional and education statuses.
- **Trauma Informed:** Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment. Ensuring that all program delivery is culturally sensitive and in alignment with Social Determinants of Health through a trauma informed care lens as defined by the agency.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization
- **Self-Starter:** Takes initiative to solve problems, launch projects, continuously learn, and improve the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

DESCRIPTION OF THE WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

While performing the duties of this job.

- Employees must be able to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear, and taste or smell.
- Employees are regularly required to sit, work on computer; think clearly, and communicate effectively
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust your focus with good hand-eye coordination.
- Maintain emotional control under stress and work with interruptions and deadlines
- Employees must occasionally lift or move up to 50 pounds.

ENVIRONMENTAL FACTORS			
Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.) Occasional exposure to weather-related conditions when working in outside environments, neighborhoods, and events.			
TRAVEL			
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.			
TIMES WORK WILL BE PERFORMED			
This is a full-time position. The agency's hours of operation are extended and non-traditional and may vary based on office and program location and/or stakeholder requirements. Employees are asked to work the schedule that is best suited to the achievement of deliverables and stakeholder/funder requirements based on the agency's business hours, or as required by stakeholder and contractual requirements. - Assigned work hours may change as the needs of the agency change. - Prior approval from supervisor is required for all Paid Time Off (PTO) and overtime. - Physical on-site presence, including regular attendance and punctuality, is an essential function of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance. Employees who work in an exempt position are paid on a salaried basis and are not entitled to overtime pay. This position regularly requires long hours and weekend work.			
EQUAL OPPORTUNITY EMPLOYMENT			
Girls Inc. of San Antonio is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, disability, national origin, ancestry, physical or mental disability, family medical history or genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs. Girls Inc. of San Antonio employees are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. Girls Inc. of San Antonio managers and supervisors are also reminded of their responsibility to prevent, document, and promptly correct harassing conduct in the workplace.			
OTHER DUTIES			
Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Duties, responsibilities, and activities may change at any time with or without notice. Nothing in this job description forms or is intended to form a contract of employment.			
I have read and understand the requirements of my position with Girls Inc. of San Antonio			
Employee:	Print Name:	Signature:	Date
Supervisor:	Print Name:	Signature:	Date