girls inc. of San Antonio

Job Title:	**Program Coordinator** (Eureka, STEM Pipeline)		
Position Type:		**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 Director **Directs:** **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 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 Program Coordinator works independently and collaboratively with Girls Inc. Staff, schools and the community to plan, manage, and implement activities in the following areas: during the school day, afterschool STEM Clubs, Girls Inc. Eureka! program, school breaks and summer camp, teen leadership and mentoring activities, family STEM nights, and other STEM initiatives.
#relationshipsarethework

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program Coordinator for Eureka! and STEM Programs 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 implementing the overall Eureka! Program and its activities in accordance with the mission and 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 judgement.
- 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 actively facilitates the program activities.

girls inc. of San Antonio

ESSENTIAL DUTIES AND RESPONSIBILITIES, CONT.

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.

Leads the programs

- Communicate with clients and other stakeholders to gain community support for Girls Inc. and solicit input to improve STEM Programs
- Provides guidance and support to potential staff and volunteers who help implement program activities.
- Present 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 Girls Inc. Rockit into the Future Science Festival.
- Becomes knowledgeable in Trauma Informed Care and implements all Girls Inc. Programs through a trauma informed lens.

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 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: Powerful girls in an equitable society

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Mission:	To inspire all girls to be strong, smart, and bold
Organizational Values:	• 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