

Job Title	Program Coordinator
Employer/ Agency	Girls Empowerment Network
Job Description	<p>For fall 2018, GEN is adding two new Program Coordinator roles to run direct service programming in primarily HISD schools. Program Coordinators are the face of the agency with our school partners and the girls we serve! They act as both as relatable role models for girls, facilitating GEN's signature Girl Connect curriculum on school campuses and also the point of contact for key school personnel and community volunteers who support Girl Connect. The following are the essential responsibilities of the role, with additional duties to be assigned as needed:</p> <p>Direct Service (60%) • Assist in the implementation of Girl Connect program/curriculum at Houston ISD schools • Facilitate a minimum of 5 groups/week • Coordinate, schedule, and facilitate workshops for your assigned campuses • Conduct intake, assessment, and provide referrals to participants when appropriate • Communicate with community, governmental, and school agencies around case management issues, when necessary • Provide information, outreach, and support to parents/guardians</p> <p>Administrative (40%) • Maintain and build relationships with school personnel and community partners • Assist in ongoing outreach and marketing efforts to increase GEN's visibility at assigned campuses • Supervise/coach community volunteers placed to assist with programming at assigned schools • Oversee logistical details of groups such as recruiting participants, meeting reminders to participants, ordering supplies, and administering program evaluations • Attend monthly staff meeting, biweekly team meetings, and biweekly supervision • Update attendance data on a monthly basis and submit monthly program report • Assess effectiveness of curricula and update as appropriate</p> <p>Service Area: Primarily Houston ISD, with potential for groups in some of the surrounding districts</p>
Qualifications	<p>Required Qualifications: • Commitment to the mission, vision and values of Girls Empowerment Network • Bachelor's degree in social work, counseling, or related field • At least 2 years experience facilitating groups • At least 2 years experience working with youth from a variety of backgrounds • Flexible schedule, including days, evenings, and a few Saturdays a year</p> <p>Preferred Qualifications: • Experience running youth programming in Houston ISD • Experience working with high-risk girls • Master's degree in social work or related field • Spanish language fluency • Entrepreneurial spirit, self-motivation, and excitement about working in a startup phase</p>
Salary/Hours	<p>Compensation/Benefits: \$17.50/hour, cell phone stipend, mileage reimbursement, eligible to earn/use paid time off after initial trial period</p> <p>Classification: Part-time, up to 20 hours per week; hours are flexible and will be generally based around school schedules</p>

Employer/Agency	Girls Empowerment Network
Address	P.O. Box 3122 Austin, TX 78764
City, State, Zip	Austin, TX 78704
Contact Person	Caroline Crawford
Contact Title	Program Director
Telephone Number	512-808-4044
Fax Number	512-916-9885
Email Address	employment@girlsempowermentnetwork.org or Caroline@girlsempowermentnetwork.org
Application Method	To Apply: • Please submit a cover letter and resume to employment@girlsempowermentnetwork.org with the subject line “Houston Program Coordinator.” • In addition to briefly describing your background and qualifications, please include responses to the following prompts in your cover letter. Cover letters will factor heavily into who is selected for interviews and letters that do not include this information will not be considered. Please limit your response to a maximum of 2 pages, single spaced: 1. How do you relate to GEN’s mission? 2. Describe your experience and approach to working with youth. 3. What type of work environment do you prefer? 4. What does personal accountability and commitment at a job look like to you? 5. What is the most important element you are looking for in your next job, and why? • Please name your resume Lastname_Firstname_resume and your cover letter Lastname_Firstname_letter, for example: Jones_Jessica_resume and Jones_Jessica_letter
Opening Date	August 1, 2018

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.