

Job Title	Program Coordinator (Part-Time)
Employer/ Agency	Girls Empowerment Network
Job Description	<p>Position Locations: Remote with the option to work out of our Austin or Houston offices.</p> <ul style="list-style-type: none"> • Central Texas Position: Must be located the Austin/Greater Austin/Central Texas area. Position includes travel to office to gather supplies and to various schools in the Austin/Central Texas Area. Possible travel to schools in Austin, Bastrop, Buda, Del Valle, Elgin, Lockhart, Manor, Pflugerville, Georgetown, Round Rock, Kyle, San Marcos, Taylor, and others • Houston Texas Position: Must be located in the Houston/Greater Houston area. Position includes travel to office to gather supplies and to various schools in the Houston area. Possible travel to schools in Alief, Aldine, Brays Oaks, East End, Fort Bend, Gulfton, Hobby area, Memorial/Kirby area, Northside, South Acres/Crestmont and others. <p>Girls Empowerment Network (GIRLS) knows girls are powerful and it's our mission to help them know it too. Since 1996, GIRLS has offered programs which improve self-efficacy in girls by teaching them to believe in their ability to succeed. Currently, GIRLS brings Girl Connect to more than 80 Texas schools and facilitates summer camp, Pathfinder, the We Are Girls Conferences, parent workshops, Spark Kits virtual groups, and professional development workshops.</p> <p>Girls Empowerment Network seeks 3 Central Texas Area Program Coordinators and 2 Houston Texas Area Program Coordinators. This position represents the Service track of the three tracks within the Program Department: 1) Service, 2) Advancement and 3) Impact. The purpose of this track is to engage directly with girls, families, schools, and communities by facilitating our self-efficacy increasing curriculum at schools, camps, and conferences and maintaining positive relationships with those involved in Girls Empowerment Network programming. The primary responsibility of this role is to facilitate the Girl Connect program at schools.</p> <p>Girls Empowerment Network's goal is to attract girl advocates from all backgrounds for this position. We are dedicated to building a culturally diverse staff. We believe that people of color, people from working class backgrounds, women and LGBTQ+ people must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.</p> <p>Duties and Responsibilities</p> <p><i>Direct Service (70%)</i></p> <ul style="list-style-type: none"> • Serve 200 girls each school year through the facilitation of up to 6 Girl Connect School groups per semester • Weekly communication with and management of adult volunteers at Girl Connect • Facilitation of Professional Development, Parent, and Girl Connect workshops as needed • Facilitate workshops at We Are Girls Conferences • Lead groups and facilitate curriculum at summer programs • Maintain positive relationship with Girl Connect Campus partners, School Champions, and girls • Oversee logistical details with School Champion such as MOU meetings, recruiting participants, making reminders to participants and administering program evaluations • Communicate with community, governmental, and school agencies about case management issues as needed • Provide information, outreach and support to parents/guardians as needed

	<p>Administrative (30%)</p> <ul style="list-style-type: none"> • Maintain and build relationships with school personnel and community partners • Meet girl number, retention, and permission form Key Performance Indicators for Girl Connect groups • Assemble Spark Kits and provide logistical support for Spark Kits as needed • Assist in ongoing outreach and marketing efforts to increase Girls Empowerment Network's visibility • Oversee logistical details of group such as scheduling, recruiting participants, making reminders to participants, and administering program evaluations • Attend staff meeting, team meetings, and supervision meetings • Update attendance and girl data on a weekly basis in Salesforce • Submit program success stories as needed • Assess effectiveness of curricula and update as appropriate
Qualifications	<p>Requirements:</p> <ul style="list-style-type: none"> • Commitment to the mission, vision, and values of Girls Empowerment Network • At least 2 years of experience working with youth (in a group setting is a plus) • Available to work a flexible schedule which includes days, evenings, and occasional weekends (able to work after-school hours - 2:30pm – 6:00pm - on most weekdays) • Personal commitment to diversity, equity, and inclusion and anti-racist practices • High level of integrity, personal motivation, ethics, and cultural humility • Committed to working with diverse student and community populations. • Effective verbal and written communication skills and ability to communicate within various internal systems • Ability to think creatively and create fun and magical experiences for girls • Ability to work cooperatively, courteously, and effectively with a broad spectrum of people ranging from staff, board members, principals, school counselors, school administrative staff, community partners, parents, volunteers, and donors. • Reliable transportation and a valid driver's license and the ability to pass a required background check • Proof of Covid-19 Vaccination. Accommodations will be made for those who have disabilities that prevent vaccination or those with sincere religious beliefs that preclude vaccination. • Commit to at least one year in the position • Bilingual in English/Spanish is a plus
Salary/Hours	<p>Pay, Benefits and Start Date</p> <ul style="list-style-type: none"> • The Program Coordinator position is a part-time (up to 20 hours/week) position available August 16th. • \$19.23/hour with generous paid time-off • Mileage reimbursement • \$20/month cell phone stipend • Bilingual Stipend (English/Spanish)
Employer/Agency	Girls Empowerment Network
Address	4660 Beechnut St., Suite 102
City, State, Zip	Houston, TX 77096
Contact Person	Employment
Contact Title	Hiring Manager
Email Address	employment@girlsempowermentnetwork.org

Application Method	To apply: Send PDF resume and cover letter to employment@girlsempowermentnetwork.org with the email subject line: Program Coordinator Position And fill out our application at: bit.ly/girlsempowermentapplication
Opening Date	Start date: August 16, 2021

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.