

<b>Job Title</b>	Program Specialist
<b>Employer/ Agency</b>	<p><b>Girls Inc. of Greater Houston</b> <i>Inspiring all girls to be strong, smart, and bold.</i></p> <p><i>The mission of Girls Inc. of Greater Houston is to inspire all girls to be <b>strong, smart, and bold.</b> Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe space, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age- appropriate curriculum that meets the needs of today's girls.</i></p>
<b>Job Description</b>	<p><b>Summary:</b> The Program Specialist serves as a specialized facilitator role within the program department and utilizing their social work education is able to provide a focused lens on emotional/mental wellness within our programs when required. As a Program Specialist, this individual will also support with individual support services, case management, referrals, and serve as Field/Practicum Instructor for Social Work Interns. This position requires the ability to effectively plan, coordinate, and deliver all Girls Inc. programs offered by our organization, on an outreach basis at partnering sites within the Greater-Houston area. In addition, the position supports the development of programs and the implementation of outcomes evaluation strategies. The position requires regular travel to and from the program locations and may require the employee to transport program materials to each program site.</p> <p><b>Goals and Responsibilities:</b> The Program Specialist will support the facilitation and development of programs. She/He will support intern supervision, case management, and will work closely with the Program Manager and other Program Facilitators to ensure PQA. Such main duties will entail:</p> <ol style="list-style-type: none"> <li>1. Program Facilitation</li> <li>2. Program Development &amp; Project Management</li> <li>3. Data &amp; Evaluations Management</li> </ol> <p><b>PROGRAM FACILITATION</b></p> <ul style="list-style-type: none"> <li>• Create intentional program plans using Girls Inc. curricula that is interactive, hands-on, engaging, and exposes girls to a wide variety of experiences.</li> <li>• Possess the ability to design new lessons as needed that aligns objectives with the Girls Inc. mission.</li> <li>• Facilitate programs in an engaging way that is grounded in a belief in girls' rights and abilities.</li> </ul>

- Maintain daily lesson plans and semester schedule for each program.
- Actively assist with program related logistics such as structured free time duty, opening/closing.
- Help preserve group norms, maintain classroom management, and monitor disciplinary matters as needed.
- Coordinate and supervise participants during field trips and special events
- Participate in public events to promote and raise awareness of Girls Inc. in the community.
- Work closely with the Program Manager to seek and establish new site partners to achieve growth goals.

**PROGRAM DEVELOPMENT & PROJECT MANAGEMENT**

- Support in the development and implementation of program team systems.
- Serve as lead on new projects and pilot programs as they arise.
- Support the implementation and development of programming curricula that is interactive, hands-on, intentional, grounded in a belief in girls’ rights and abilities, and exposes girls to a wide variety of experiences
- Develop, implement and track goals, objectives and evaluation methods for programs/projects.
- Explore changing interests and developmental needs of girls to stay abreast of current trends.
- Support the Program Manager with the development and preparation of programs/projects.
- Serve as Field/Practicum Instructor for Social Work Interns that accept the Program Specialist Intern position within our organization.

**DATA & EVALUATION MANAGEMENT**

- Implement and track goals, objectives and evaluation methods for programs/projects.
- Enter and maintain accurate and timely data related to participant and activity management for the Girls Inc. data management system for assigned programs.
- The Program Specialist, MSW also supports and maintains the case management/individual support service documentation for specialized program services within the organization.

**ADDITIONAL DUTIES**

- Complete all paperwork related to administrative responsibilities
- Participate in public events to promote and raise awareness of Girls Inc. in the community
- Organize and maintain orderly program space, supplies, and equipment.
- Other duties as needed or assigned.

**Qualifications**

MUST have:

- Minimum of bachelor’s degree in social work, with at least 2 years post grad experience.

**Additional Requirements**

**MUST have:**

- The ability and willingness to supervise BSW social work interns
- 2-3 years program experience working with children or teens.
- 1-2 years of project management, program development and/or data management experience.
- reliable transportation, a valid Texas driver's license. satisfactory driving record. i.e. no DUIs or reckless driving offenses, and proof of auto insurance.
- Ability to pass background check (fingerprint) and drug screen.
- Ability and willingness to commute in the Greater Houston area to deliver Girls Inc. programs. With a high need focus of program delivery happening in Northeast Houston, Northwest Houston, Southwest Houston, Southeast Houston, Fort Bend County, Aldine, and Alief.
- Bilingual (Spanish/English) preferred.

**Ideal Candidates have:**

- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights ([www.girlsinc-houston.org/aboutus.html](http://www.girlsinc-houston.org/aboutus.html))
- Experience in and appreciation for urban communities, diverse populations, cultures and economic experiences.
- Experience and strong ability to facilitate, present, and teach classes/workshops for girls.
- Experience working with sophisticated database systems and/or ability to quickly learn
- Ability to employ effective classroom management.
- Ability to communicate and work directly with adults, adolescents and children.
- General knowledge of youth development and gender specific programming strategies.
- Ability to communicate effectively in oral and written forms.
- Detail oriented, extensive documentation skills, organized and able to work in a fast-paced, multi-tasked environment.
- Ability to self-start and work well in a team setting.

<b>Salary/Hours</b>	\$40,000-\$45,000
<b>Address</b>	2190 North Loop West, Suite 105 (office address, site locations will vary)
<b>City, State, Zip</b>	Houston, Texas 77018
<b>Contact Person</b>	Rebecca Cox
<b>Telephone Number</b>	713-802-2260 ext. 3 <b>(please no phone calls)</b>
<b>Email Address</b>	<a href="mailto:rebecca@girlsinc-houston.org">rebecca@girlsinc-houston.org</a>
<b>Application Method</b>	Applicants should send resume/cover letter to <a href="mailto:rebecca@girlsinc-houston.org">rebecca@girlsinc-houston.org</a>
<b>Opening Date</b>	Desired Start Date: August 12 <sup>th</sup> (or earlier if available)

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