

<b>Job Title</b>	<b>Program Coordinator</b>
<b>Reports to</b>	<b>Program Manager</b>
<b>Pay Classification</b>	<b>Exempt</b>
<b>Weekly Hours</b>	<b>40</b>

### **Mission**

To empower girls to embrace a strong sense of self. Unlike any other organization, GITK does this through a variety of programs, including a four-part Empowerment Workshop Series led by licensed female professionals in their field delivered to pre-teen girls and their trusted adults. GITK strives to be the first step in the journey through adolescence. We are focused on growing our programs and expanding our reach beyond St. Louis.

### **Job Purpose**

The Program Coordinator will possess a passion and commitment to giving a voice and providing the necessary tools to pre-teen girls (ages 9-13) and their trusted adults so that they feel strong, confident, brave, and, as a result, impact each other and the world in a positive way. This position is responsible for overseeing the logistics of coordinating, marketing, implementing and managing our programs and managing our Practicum Students. The Program Coordinator will work alongside the Program Manager to execute our strategic plan and create systems that will prepare GITK for national expansion. Highly organized individuals who are comfortable in fundraising, program planning/implementation, marketing and communication are desired.

### **Duties and Responsibilities**

#### **Program Management:**

- Plan, implement, and oversee logistics of multiple locations
- Responsible for working with onsite school administrators
- Coordinate logistics of new and existing program plans
- Familiar with WordPress and donor databases/CRMs, specifically Bloomerang, to ensure constituent files are current and systems are utilized in day to day operations
- Ensure current site policies/procedures are implemented while providing innovative ideas and improvement as needed
- Work closely with Development and Marketing Coordinator to support relationships and cultivation

- Responsible for program supply management and distributing all curriculum materials working alongside Office Manager
- Participate in annual curriculum review process
- Participate in Program Committee as directed by Program Manager
- Track and maintain program expenses in relation to program budgets
- Manage program rosters, including all traditional and scholarship registrations
- Assist with writing, editing, and producing printed and monthly newsletters
- Support GITK and partner events related to fundraising and stewardship
- Data collection and analysis, participate in working with outside consultants and implement improvements as needed
- Attend networking events, partner events and programs as needed in coordination with the Executive Director, Program Manager, Development and Marketing Manager

#### **System Development and Management:**

- Participate in review of current program management systems, provide suggestions for improvement, creation of systems and implementation. This work will be important in creating a model for expansion.

#### **Volunteer Management and Training:**

- Maintain a strong relationship with Practicum Students and program volunteers

#### **Committee Work:**

- Participate in the Program Committee and other committees as assigned.

#### **Work Ethic and Communication:**

- Possess a willingness to work hard and utilize resources to find solutions when needed
- Maintain a can-do attitude
- Utilize healthy communication when interacting with team members and our open-door policy when needed

#### **Strategic Thinking and Planning:**

- Strive towards completing projects in a way that aligns with the long-term goals
- Demonstrate strategic thinking and problem solving

**Following Directions:**

- Complete projects in alignment with the direction provided

**Qualifications**

- Bachelor's degree preferred
- 2-3 years' experience in a multi-site program management role, preferably with a nonprofit organization
- Proven program track record
- Effective oral and written communication skills
- Excellent organizational and managerial skills
- Strong interpersonal skills with the ability to supervise and motivate staff, interns and volunteers as needed
- Strong analytical and problem-solving skills
- Passion for GITK's mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health
- Ability to work independently and self-start as well as part of a team
- Sound computer skills including word processing, database management and google
- Experience working with donor databases/CRMs such as Bloomerang

**Working Conditions**

- Full-time (30-40) hours, participation in early morning, evening, and weekend meetings and events will be required as needed. Employees are expected to work 80% of their work hours within regular "core" business hours Monday through Friday 8:00 am 5:00 and two days per week in a shared office space. Employees may work up to 20% of their work hours virtually using a Girl in the Know technology platform.

**Physical Requirements**

- Frequently move, transport, position equipment up to 30 pounds for various event needs.
- Must be able to remain in a stationary position for extended periods of time indoors and outdoors (up to 6 hours).
- Other physical requirements of the position may include but are not limited to moving, traversing and reaching, or positioning self to bend, stoop, crouch or remain in a stationary position on the floor.

**Direct Reports**

- None

## Performance Goals

- Receive highest level on the evaluation tool on 90% of surveys received.
- Maintain all community and school participation with GITK on 90% of surveys
- Working in collaboration with the Marketing Team to ensure all school-based programs are at capacity and community-based revenue goal of \$45,680 (2021) is reached.

## Compensation

The position is full time (40hrs/week) with a competitive benefit package including medical insurance and optional dental and vision insurance. Salary is commensurate with experience. Salary range is \$32,000- \$35,000 with possible opportunities for promotion to reflect growth.

Applications will be accepted through Monday, July 19th .

To apply, please email cover letter, resume and optional writing sample to [gitkjobs@girlsintheknow.org](mailto:gitkjobs@girlsintheknow.org)

Subject: Program Coordinator

For more information about our organization, please visit our website at [www.girlsintheknow.org](http://www.girlsintheknow.org)

<b>Approved by:</b> <b>GM</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b> <b>6/29/21</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b> <b>6/29/21</b>	<i>Date when the job description was last reviewed</i>