



Program Engagement Coordinator

Job Title	Program Engagement Coordinator
Reports to	Program Manager
Pay Classification	Exempt
Weekly Hours	40

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 program planning/implementation, marketing and communications and comfortable working in a school setting are desired.



Duties and Responsibilities

Program Management:

- Plan, implement, and oversee logistics of multiple program locations
- Responsible for communicating with onsite school administrators
- Coordinate logistics of new and existing programs
- Familiar with donor databases/CRMs, specifically Bloomerang, to ensure constituent files are current and systems are utilized in day to day operations
- Ensure GITK site policies/procedures are implemented while providing innovative ideas and improvement as needed
- Work closely with Development and Marketing Coordinator to support and cultivate relationships
- 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
- Meet budget goals through tracking number of girls attending programs and program expenses
- Manage program rosters, including all traditional and scholarship registrations
- Assist with writing, editing, and producing any program-related content as requested for marketing materials, website, newsletters, development, etc.
- Support GITK and partner events related to fundraising and stewardship
- Assist with data collection and analysis: collaborating with outside consultants , implementing improvements as needed and approved by ED
- Attend networking events, partner events and programs as needed in coordination with the Executive Director, Program Manager, and 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
- Lead facilitator training and on-boarding alongside the Program Manager

Committee Work:

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

Work Ethic and Communication:

- Possess a willingness to work hard and take initiative to find solutions, including utilizing resources
- Maintain a positive, can-do attitude
- Utilize healthy communication methods when interacting with team members and stakeholders
- Exhibit an open-door attitude that enables access, visibility, availability, and teamwork

Strategic Thinking and Planning:

- Complete projects in a way that aligns with the goals, objectives, and outcomes in the strategic plan
- Demonstrate strategic thinking and problem-solving skills

Following Directions:

- Complete projects in alignment with the direction provided by the Program Manager and Executive Director



- Must be flexible and able to adapt quickly to changing priorities

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 (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-5:00pm. Position is in-office three days a week between 9:00am and 5:00pm, and work-from-home on Tuesdays and Fridays (with the exception of delivering programs).

Physical Requirements

- Frequently move, transport, and 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

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 **April 10, 2023.**

To apply, please email cover letter, resume and optional writing sample to gitkjobs@girlsintheknow.org

Subject: Program Coordinator
Attn. DeAmbra Crochrell

For more information about our organization, please visit our website at www.girlsintheknow.org