

OUTREACH COORDINATOR

Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of *people*, an *environment*, and *programming* that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance.

Summary: under the supervision of the Program Director, the Outreach Coordinator is responsible for growing the number of girls served by Girls Inc. of Jefferson County through outreach and center-based programs. *This position is funded through a 3-year, non-renewable grant from the Lilly Foundation.*

Essential responsibilities:

- Seek opportunities to provide Girls Inc. programming to new populations of girls, primarily in an outreach setting
- Implement all grant-related programs, both center-based and outreach including Madison Juvenile Facility
- Work with Program Director and other relevant staff/board members to create a plan reaching more girls
- Meet goals/deadlines as outlined in grant
- Attend all required trainings

Qualifications:

- Associate or Bachelor's degree in Education, Recreation, Psychology or Sociology preferred. May consider experience in lieu of degree.
- Valid Driver's License
- Ability to communicate with girls and a genuine interest in their development
- Ability to use and manipulate databases and know how to export data into Excel
- Ability to think analytically and critically
- Ability to work collaboratively
- Strong organizational skills and ability to integrate work
- Excellent oral and written communication skills. Must have outgoing personality and enjoy meeting new people
- Collaborative, positive attitude and ability to work in fast-paced work environment
- Commitment to the Girls Inc. mission and ability to translate into a direct programming setting

Work Environment: This job operates in a youth center setting using standard office equipment such as computers, phones, photocopiers, and filing cabinets. Direct programming will take place in a variety of both indoor and outdoor settings during both day and evening hours.

Physical Demands: This job requires the ability to be on one's feet for several hours at one time, work in various outdoor weather conditions, to walk several blocks back and forth to various program sites, lift equipment to transport to program sites, be able/willing to drive a 15-passenger van

Salary/Benefits/Work Schedule:

- Salary: \$19,968/year (32 hours/week, \$13/hour for 48 weeks/year)
- Health Benefits: will cover 75% of health, dental, vision as provided by Girls Inc. of Jefferson County, IN
- Retirement Matching: after one year's employment

For More Information or to Submit Resume Contact:

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