



of Long Island

## **Girls Inc. of Long Island: Full-Time Program Coordinator, Job Description**

The Program Coordinator for [Girls Inc. of Long Island](#) supports the Program Manager in the development, administration, and operations of all programs for girls in grades 5-12. They work closely with program staff to ensure programming remains in compliance with Girls Inc. National guidelines.

Girls Inc. of Long Island conducts summer and after-school programs - led by Program Facilitators - in public schools throughout Nassau & Suffolk Counties. The goal is to inspire and empower girls to become strong, smart, and bold.

**Reports to:** Program Manager

**Location:** Deer Park, NY

**Job Type:** Full-time, Monday-Friday

**Salary:** \$45,000

### **Responsibilities:**

- Supports the planning, scheduling, coordination, and implementation of all program areas (ex: Communication with school administrators, parents, and girls; Purchasing supplies; Data Tracking)
- Ensure program facilitators have all needed materials and information to effectively deliver programs
- Serve as liaison between partners (schools, community-based organizations, libraries, external partners, etc.) and Girls Inc. through phone and email communication & by building positive relationships
- Coordinate field trips, excursions, and special events for girls
- Manage program databases and utilize evaluation instruments to measure girls' progress for outcomes, reports, and marketing
- Prepare reports as requested for grant proposals, reports, and other deliverables
- Assist in marketing and social media initiatives for programming activities through the conception and creation of flyers, postcards, invitations, and social media posts
- Participate in school/community events to raise visibility of girls and the programs
- Attend and participate in Girls Inc. regional and national functions as agreed upon with Program Manager and/or Executive Director

### **Qualifications:**

- Minimum Bachelor's Degree
- Articulated belief in the mission of Girls Inc. and a passion for girls' empowerment

- 2+ years of demonstrated experience in program coordination, developing programs for girls and/or leading youth programs
- Must be organized, detail-oriented, and comfortable working with diverse teams
- Must be able to effectively and efficiently manage multiple projects at one time
- Excellent written, verbal, presentation and communication skills
- Previous experience with data management or transferable skills with a proven track record of success a plus
- Excellent time-management and organizational skills
- Technologically proficient and creative
- Sense of humor
- Ability to work flexibly in a fast-growing, entrepreneurial atmosphere; occasional evening and weekend work is required

**Preferred Qualifications:**

- Bilingual/Spanish Speaking
- Adaptable and flexible attitude
- Experience working with youth and teens in a group setting
- Relevant courses in education, social work, psychology, women's studies, and/or child development

**TO APPLY:**

Submit a brief letter of interest along with a resume to **Susan Dunbar, Program Manager** at [sdunbar@girlsinclongisland.org](mailto:sdunbar@girlsinclongisland.org). For questions and/or concerns call **(631) 940-3730**.

*Girls Inc. of Long Island inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all-girl environment, equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math as well as explore career paths. Learn more about our programs and advocacy at [www.girlsincli.org](http://www.girlsincli.org).*