

Girls Inc. of Long Island

High School & Post-Secondary Programs Specialist

Position: High School & Post-Secondary Programs Specialist
Reports To: Director of Programs
Supervises: n/a
Location: Deer Park Office, with regular travel throughout Nassau & Suffolk Counties
Job Type: Full-time (35 hours/week)
Salary: \$50,000

Summary:

Girls Inc. of Long Island inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole-girl development helps youth navigate gender, economic, and social barriers so they grow up healthy, educated, and independent. Learn more at www.girlsincli.org

The High School & Post-Secondary Programs Specialist is responsible for the **development, coordination, and facilitation** of programs that serve high school and college-aged girls, with a focus on three core initiatives: **Bold Future Leaders**, **Project Accelerate**, and **Alumnae Engagement**. This role ensures participants are equipped with the knowledge, tools, and support needed to make informed decisions and feel prepared for life after high school.

The High School & Post-Secondary Programs Specialist will collaborate with program staff, students, parents, educators, and community partners to provide well-rounded services and opportunities that foster college and career readiness, leadership, advocacy, and self-empowerment.

Strong candidates must have demonstrated experience working with groups of youth in a professional setting, as well as a strong administrative skill set.

Responsibilities:

Program & Alumnae Service Implementation, *approximately 30% of work week*

- Develop, map, and facilitate curriculum for the **Bold Future Leaders** high school program, which includes topics such as financial literacy, advocacy, communication, college applications, financial aid, resume writing, interview skills, and career pathways.
- Provide ongoing support to school-based program facilitators to enhance post-secondary preparation at the high school level
- Manage communication and engagement with Girls Inc. alumnae, including planning events, outreach, and providing case management or mentoring support.
- Facilitate programming and services for **Project Accelerate**, including leadership development, mentorship & internship opportunities, and career exposure for college-age Girls Inc. alumnae
- Supervise and support students during field trips and special events as needed.

College and Career Readiness Support, *approximately 30% of work week*

- Provide one-on-one counseling for students on college admissions, job readiness, professional development, and personal goal setting.
- Assist students with creating academic and career plans based on their strengths and interests.
- Stay current on trends and evolving needs of high school and post-secondary girls, including

- maintaining knowledge of college admission requirements, deadlines, and scholarship opportunities.
- Collaborate with the Director of Programs and Development Team to connect students with local businesses, industry professionals, and internship opportunities.
- Plan and implement college and career exploration events (ex: job fairs, speaker panels, and networking sessions, college visits, informational workshops for students and families)

Program Administrative Support, *approximately 30% of work week*

- Maintain consistent communication with Bold Future Leaders participants and families.
- Document case management notes, attendance, reports, and program records in a timely and organized manner.
- Contribute to the development of policies, procedures, and documentation that support high school and alumnae programming.

General Support, *approximately 10% of work week*

- Support the broader Program Department with day-to-day tasks and administrative needs.
- Assist with affiliate-wide events and special initiatives as needed.

Qualifications:

- Proven ability to lead and facilitate youth programs with effective group management and engagement strategies
- Strong communication skills, both written and verbal, with ability to engage youth, families, and professionals
- Ability to build positive, empowering relationships with girls and foster self-confidence, leadership, and personal growth
- Understanding of post-secondary planning and/or mentoring/coaching
- Commitment to equity, inclusion, and the mission of Girls Inc.
- Ability to work independently, collaboratively, and with flexibility
- Must have reliable transportation and a valid driver's license for regular travel throughout Nassau and Suffolk Counties
- Bachelor's degree

Compensation & Benefits:

- Salary: \$50,000 annually
- Health Insurance: Employer contribution toward medical; voluntary dental and vision plans
- Retirement: 401(k) with employer contribution after one year
- Paid Time Off: 20 PTO days, 12 holidays (including Christmas–New Year's week), and sick time
- Additional Benefits: Long-term disability, flexible spending account options, and professional development support

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Long Island. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this Class.

To Apply:

Submit a brief letter of interest and resume to **Monica Kim, Interim Executive Director** at mkim@girlsinlongisland.org