



of Greater Houston

Girls Inc. of Greater Houston

Inspiring all girls to be strong, smart, and bold.

Job Description

*The mission of Girls Inc. of Greater Houston is to inspire all girls to be **strong, smart, and bold**. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe space, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate curriculum that meets the needs of today's girls*

Position: Program Specialist

Report To: Program Director

Supervises: N/A

Summary: The position requires the ability to effectively plan, coordinate, and deliver Girls Inc. programs in sites within the Greater-Houston area, and may include special projects. In addition, the position supports the development of programs, the implementation of outcomes evaluation strategies, and supports the training of program team staff. The position requires regular travel to and from the program locations and may require the employee to transport program materials to each program site.

Goals and Responsibilities:

Program Director will understand and embrace The Girls Inc. Experience by supervising the program team. Such main duties will entail:

1. Program Facilitation
2. Program Development
3. Data Management & Outcomes/Evaluations Management

The Program Specialist will support the facilitation and development of programs. She/He will support staff development, and will work closely with the Program Director and Program Facilitators to ensure PQA.

PROGRAM FACILITATION:

- Create intentional program plans using Girls Inc. curricula that is interactive, hands-on, engaging, and exposes girls to a wide variety of experiences.
- Possess the ability to design new lessons as needed that aligns objectives with the Girls Inc. mission.
- Facilitate programs in an engaging way that is grounded in a belief in girls' rights and abilities.
- Maintain daily lesson plans and semester schedule for each program
- Actively assist with program related logistics such as structured free time duty,

- opening/closing
- Help preserve group norms, maintain classroom management, and monitor disciplinary matters as needed
- Coordinate and supervise participants during field trips and special events
- Participate in public events to promote and raise awareness of Girls Inc. in the community
- Work closely with the Program Director to seek and establish new site partners to achieve growth goals.

PROGRAM DEVELOPMENT

- Support in the development and implementation of program team systems.
- Support the implementation of development of programming curricula that is interactive, hands-on, intentional, grounded in a belief in girls' rights and abilities, and exposes girls to a wide variety of experiences
- Develop, implement and track goals, objectives and evaluation methods for programs
- Explore changing interests and developmental needs of girls to stay abreast of current trends
- Support the Program Director with the development and preparation of programs.

DATA & OUTCOMES MANAGEMENT

- Implement and track goals, objectives and evaluation methods for programs
- Enter and maintain accurate and timely data related to participant and activity management in Girls Inc. data management system for assigned programs
- Assist program facilitators to ensure that participant and program data is collected, verified, and entered in a timely manner
- Support the management process for administering and tracking annual Strong, Smart, and Bold Outcomes Survey

ADDITIONAL DUTIES

- Complete all paperwork related to administrative responsibilities.
- Participate in public events to promote and raise awareness of Girls Inc. in the community
- Organize and maintain orderly program space, supplies, and equipment.
- Other duties as needed or assigned.

QUALIFICATIONS

- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights (www.girlsinc-houston.org/aboutus.html)
- Experience in and appreciation for urban communities, diverse populations,

- cultures and economic experiences
- Exhibits commitment to social justice values and anti-oppression analysis
- Experience and strong ability to facilitate, present, and teach classes/workshops for girls
- Experience working with sophisticated database systems and/or ability to quickly learn
- Ability to employ effective classroom management
- Ability to communicate and work directly with adults, adolescents and children
- Ability to inspire, stimulate and support self-empowerment among girls
- General knowledge of youth development and gender specific programming strategies
- Ability to communicate effectively in oral and written forms
- Detail oriented, extensive documentation skills, organized and able to work in a fast-paced, multi-tasked environment
- Ability to self-start and work well in a team setting
- Must have reliable transportation, a valid Texas driver's license, satisfactory driving record.
i.e. no DUIs or reckless driving offenses, and proof of auto insurance
- Must submit to a criminal background check
- Bilingual (Spanish/English) preferred

Education/Experience: B.A. or B.S. in human service or education fields. 2-3 years program experience working with children or teens. 1-2 years of program development and data management experience.

Equal Opportunity Employer

Girls Inc. of Greater Houston is committed to diversity in principle and practice, both in the community at large and within the organization. Girls Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military.