

Job Description / Announcement

Position: Program Coordinator

Location: 901 N. Broadway, White Plains, NY

Organization: Girls Inc. Westchester opens opportunities to girls who are too often shut out from them. In a society that systematically undervalues and undermines girls—especially girls living in poverty and girls of color—we ensure that they grow up healthy, educated, and independent. Through our research-based programs, safe spaces, and long-term mentoring relationships, we change the trajectories of girls’ lives. At Girls Inc. Westchester, girls discover their strengths, build lasting skills, and become leaders in their communities. We also advocate with and for girls, on a local and national scale, advancing policies that expand their rights and promote equality for all. Learn more at www.girlsincwestchester.org.

Summary: Girls Inc. of Westchester is looking for a creative, committed and energetic Program Coordinator that possesses qualifications to develop and empower girls between the ages of 6-18 years of age. The Program Coordinator will administer and deliver Girls Inc programming as they relate to girls and their families throughout the communities of Westchester County.

Responsibilities:

- Assist in the delivery of a dynamic, literacy program in a pro-girl environment.
- Work closely with the Program Director and the Executive Team to analyze youth requirements, develop effective programming and identify resources for the same.
- Assist in training all new staff and incoming volunteers
- Attend weekly staff meetings
- Work closely with the GIWC staff, Volunteers, and Community members
- Assist with evaluating program activities and implement it to achieve all GIWC objectives and goals

Qualifications:

- Bachelor’s Degree
- Ability to spark curiosity, creativity, and confidence in young girls.
- Experience working with diverse communities.
- Ability to work collaboratively with other adults.
- Ability to facilitate large group discussions and engaging activities.
- Support self-care, self-awareness and community advocacy.
- Bilingual Spanish/English highly desirable.

Application Information:

- Full-Time / \$35,000 annually
- Please send cover letter and resume info@girlsincwestchester.org. No phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER