

Building For The Future Program Coordinator

To apply, please submit: A cover letter describing your interest in the position and resume describing relevant work experience to careers@girlsgroup.org.

Position Summary

The Building For The Future Program Coordinator empowers young women to achieve emotional and economic self-sufficiency by ensuring they graduate from high school and begin their college or career journeys.

This position is primarily responsible for:

- Facilitating weekly in-school group programming sessions
- Facilitating weekly summer enrichment programming sessions
- Establish developmental mentoring relationships with participants
- Coordinating family engagement, school partnerships, and special celebration events

This position will establish and maintain positive long-term relationships with middle & high school participants to help them find their voice, define their goals and dreams, and move forward in the world with pride and self-confidence. The Building For The Future Coordinator will work collaboratively with a team of programming staff, local schools, families, and community partners to establish a vibrant community of support for participants.

About Girls Group

Girls Group is a nonprofit mentoring agency with a vision to end generational poverty by helping economically disadvantaged young women achieve self-sufficiency. The ultimate ambition is that each young woman finds their voice, defines their goals and dreams, and moves forward in the world with pride and self-confidence. Services establish long-term and supportive mentoring relationships, which span middle school, high school, and continue through a young woman's college and career journey.

At Girls Group we work as a team to ensure high quality, innovative, and mission-driven services. We are a supportive community of dedicated individuals who empower every young woman to write their greatest story. Girls Group is an equal opportunity and affirmative action employer.

About Building For The Future Program

Participants in middle school and high school start in the Building for the Future program. From there, they can access Summer Enrichment programming and College & Career Prep programming. When Building for the Future participants graduate from high school, they enter the Women of Purpose Alumni program.

The foundational services in Building For The Future include youth-led activities, safe space to explore identities, and focus on positive relationships with peers and mentors. Services include individual mentoring, in-school and after-school group sessions. Sessions focus on study skills, being a lifelong learner, financial literacy and empowerment, healthy relationships, self-advocacy, mental health, and community service.

Position Responsibilities

1) Coordinate All Aspects of Assigned Girls Group Programs

- Meet program attendance and participant retention targets through ongoing monitoring and recruitment strategies
- Develop and facilitate group sessions for assigned programs focused on emotional and economic self-sufficiency utilizing Girls Group program standards and curriculum
- Provide case management support to identified high risk participants in alignment with the Girls Group standards, including assessment, person-centered planning, referrals, crisis response, and advocacy
- Coordinate program meal, purchasing and organization of activity supplies, and transportation support to Girls Group programs and special events
- Maintain key stakeholder relationships with school and community liaisons at assigned programs
- Maintain relationships with participant caregivers through monthly outreach

2) Administrative Duties

- Adhere to programming procedures, including tracking and maintaining program attendance, participant applications, and program documentation
- Actively participate in agency staff meetings, programming meetings, and supervision meetings on a weekly basis
- Daily email communications, phone calls, and paperwork
- Track debit card transactions and maintain accurate program budgets
- Participate in planning, set-up, and coordination of agency wide special events
- Participate in community outreach and awareness, contribute to the agency newsletter and fundraising activities

3) Lead Teams of Interns

- Provide coaching to teams of undergraduate and graduate student interns assisting with programs
- Guide and support interns development of professional and programming skills, provide accountability, and participate in collaborative meetings with other site leads to discuss intern development
- Develop positive team dynamics by leading weekly team meetings
- Facilitate training sessions on special topics during the biannual onboarding process for new cohorts of interns and select intern-staff meetings
- As needed collaborate with interns on special projects, participate in site visits, and provide ongoing feedback to interns in programming spaces

Desired Qualifications

- Bachelor's or Master's degree in Social Work with limited or full license, Child Development & Family Studies, Education, or related field, OR equivalent combination of education and experience
- 4+ years of experience working with middle school, high school, and/or college students
- 2+ years of experience working with minority and diverse populations
- 2+ years of experience leading teams or groups

Knowledge, Skills, and Abilities

- Knowledge of child development, social justice, and youth programming
- Comfortable with facilitating sessions in a large group
- Able to provide support for students who may be experiencing crisis
- Responsible, organized, and excellent communication skills
- Maturity, empathy, and strong sense of self
- Demonstrate and model professionalism in demeanor, dress, and communication as a role model to peers and youth

Position Title: Building For The Future Program Coordinator

Basic Functions:

1. Coordinate all aspects of year round programs and facilitate group sessions
2. Participate in all applicable agency meetings and complete administrative tasks
3. Lead teams of undergraduate or graduate interns

Reports to: Manager of Participant Engagement

Hours & Schedule: Full time exempt, hours needed to accomplish this job will vary and may involve some evenings and occasionally weekends (option to flex time), and potential to work from home one day a week as approved by supervisor

Salary: \$40,000-\$50,000 annually, Competitive salary based on work experience and education

Girls Group Office Location: NEW Center – 1100 N. Main St. Suite 106, Ann Arbor, MI 48104

Employee Benefits: Full-time, salaried, exempt position, Generous paid time off and holidays, agency summer shutdown week, bereavement policy, and maternity policy, BCN PCP Focus HMO health insurance, dental insurance, short and long term disability, life insurance, mileage reimbursement, professional development, professional committee opportunities, employee recognition and rewards, weekly supervision, social work licensing supervision, training for new supervisors

Employee Requirements: Valid driver's license, with no restrictions as to when and where the employee may drive, Reliable personal vehicle used to transport participants on a weekly basis, Proof of vehicle insurance, coverage of \$100,000 for bodily injury and \$100,000 for property damage, Background screening, Proof of full COVID-19 vaccination and booster

Standards of Performance

- Completion of all responsibilities in a timely and professional manner
- Organized and efficient, with strong writing skills, including appropriate spelling and grammar
- Good listener and interested in accepting constructive criticism
- Capable and willing to discuss Girls Group in an enthusiastic and focused manner
- Comfortable using Google documents, Word, Excel, and other basic computer applications
- Willingness to set a consistent example of professionalism, maturity, and a positive attitude
- Prompt communication regarding any difficulties that prevent the completion of assigned tasks
- Establishment of positive, nurturing and trustful relationships with all members of Girls Group
- Adherence to Girls Group Policies and Confidentiality requirements
- Timely response to email and phone requests from all staff members of Girls Group
- Track and submit all expenses and mileage on a monthly basis

Address: 1100 North Main St, Suite 106, Ann Arbor, MI 48104 | **Phone:** 734-531-5996

Email: info@girlsgroup.org | **Website:** www.girlsgroup.org