

Program Specialist, College & Career

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

Position Summary

The College & Career Program Specialist is responsible for working with Girls Group high school juniors, seniors, and graduates 4-6 years post-high school who are on their college and career journeys. This position is primarily responsible for:

- College & career mentoring support for cohorts of individual participants (in and out of school)
- Co-facilitating skill building workshops and weekly group meetings
- Supporting annual celebrations, reunions, and special events

This position will establish and maintain positive long-term relationships with college & career participants to help them find their voice, define their goals and dreams, and move forward in the world with pride and self-confidence.

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 participant college and careers.

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.

Position Responsibilities

1) College & Career Mentoring Services

- Provide individual mentoring support to cohorts of participants (high school juniors, seniors, and recent high school graduates) in alignment with the Girls Group standards, including assessment, person-centered planning, referrals, advocacy, post-secondary planning, and college and career advising
- Meet caseload targets for participant engagement and retention through ongoing monitoring and implementing intervention strategies
- Maintain and update participant information related to their individual goals, complete daily progress notes, and track participant attendance/engagement daily
- Actively communicate with school liaisons to share information, re-engage participants, and advocate for participant needs

2) College & Career Group Programs

- Co-facilitate group programming sessions, workshops, and special events focused on skills needed for college and career in alignment with Girls Group program standards and curriculum
- Provide mentoring support to participants in alignment with the Girls Group standards during group sessions
- Support an effective environment by providing structure and clear expectations, reinforce positive group dynamics, and create youth leadership opportunities during group sessions
- Support site leaders with group programming session meal, purchasing and organization of session supplies, and transportation support to Girls Group programs and special events

3) Administrative Duties

- Adhere to programming procedures, including tracking and maintaining program attendance, participant enrollment documents, and case notes

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

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

- Actively participate in team meetings and individual supervision on a weekly basis
- Email communications, phone calls, and paperwork

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

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: Program Specialist, College & Career

Reports to: Program Manager, College & Career

Hours: Part-time hourly 10-15 hours per week (must have availability between 11am-2pm three week days and afternoon Wednesdays)

Salary: \$20 hourly, paid biweekly

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 Suites 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