



of Greater Philadelphia
& Southern New Jersey

Inspiring all girls to be strong, smart and bold

1501 Cherry Street
Philadelphia, PA 19102
215-735-7775
www.girlsincpa-nj.org

Education and Outreach Coordinator

Reports To: Director of Programs and Community Engagement

Status: Full-time, non-exempt

Primary Responsibilities:

Program Preparation, Delivery, and Evaluation

- Works collaboratively with program team to support the development, implementation, marketing and assessment of programs to ensure that they are relevant and meet the changing interests and developmental needs of girls ages 6-18.
- Serves as a liaison between participants, families, program partners, staff, and/or external constituencies on day-to-day programmatic issues.
- Recruits or assist in the recruitment and registration of participants for Girls Inc. programs, workshops, and conferences.
- Plans, develop, and deliver high-quality programming for vulnerable, at-risk or high-risk girls and or families in the form of group or one on one sessions.
- Provides educational interventions, advocacy and referral to resources to help participants and families.
- Reflects and adjust programs throughout the semester based on feedback from participants, community partners, volunteers.
- Oversees administrative tasks for program site(s), including demographic and other data collection, evaluations and reporting.
- Tracks program progress, successes and challenges against goals. Shares program highlights, successes, and challenges with Director of Programs through regular written and oral reports.
- Coordinates or assist with the planning and chaperoning of special events, enrichment trips, and other outings for girls.

Partner Relationship Management

- Acts as liaison to school administration and community partners to develop and maintain program partner relationships.

- Seeks opportunities to expand Girls Inc. programs in target communities and advance its mission through partnerships with schools, community-based organizations, affinity groups and other key stakeholders.
- Ensures that programs meet goals and objectives to create the desired outcomes.

Administration

- Assists in scheduling of Girls Inc. staff and volunteers for program delivery.
- Works with volunteers to deliver and enrich programs.
- Takes part in Girls Inc. program staff training.
- Submits evaluations and reports and receives regular supervision with Director of Programs and Community Engagement.
- Provides administrative support as needed.

Communications

- Creates communications channels to reach parents and caregivers.
- Represents Girls Inc. at local meetings in target communities, including community outreach events.
- Assists in efforts to increase inter-agency collaboration, organizational visibility and cultivate volunteers.
- Serves as an advocate for girls in the community.
- Captures photos and quotes to share with Girls Inc. team for communications and fundraising purposes.
- Participates in community outreach events and assist in public relations efforts, as needed.
- Meets quarterly with school and community liaisons to assess partnership and program logistics..

Fund Development

- Assists with the coordination of site visits with funders.
- Provides timely reporting and program feedback for use in communications efforts and funding requests/reporting.

Intern Training & Supervision

- Assists with Intern/volunteer training.
- Supervises the performance of assigned interns and volunteers to ensure program standards and safety is being met at all times.
- Encourages interns to be creative and innovative. Inspires and motivates them to explore new and different approaches and resources to keep programs flexible and responsive so that the needs of girls are met most effectively.
- Assists with the assessment of intern and volunteer performance.

Evaluation

- Assists Associate Director with the implementation of data collection procedures.
- Ensures programs and projects align with the Girls Inc. Core Essential Services model
- Works with program team to correctly administer program evaluation tools, enters data into database, and understand the proper use of evaluation tools and outcomes measurement in the delivery of programs.

Professional Development

- Participates in staff meetings and conferences to share ideas and concerns and works collaboratively with other staff to meet agency goals and achieve staff objectives.
- Participates in Girls Inc. National training and other professional development opportunities.
- Participates in periodic assessment of own performance, develops own goals and objectives. Takes advantage of training opportunities.
- Performs other duties as assigned.