



POSITION: Director of Programs

EMPLOYED BY: Girls Inc. Westchester

REPORTS TO: Executive Director

SUPERVISES: Program Staff

Background: Girls Inc. Westchester is an affiliate of Girls Inc., a 150 year old national organization that inspires all girls to be strong, smart, and bold. Through a network of 84 affiliates, Girls Inc. annually provides more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment, and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. Informed by girls and their families, Girls Inc. also works with policymakers to advocate for legislation and initiatives that increase opportunities for girls. At Girls Inc., girls grow up healthy, educated, and independent. Since 2008, Girls Inc. Westchester has served more than 3,000 girls in Westchester County.

Purpose of Job: The Program Director is a key management position, representing Girls Inc. to external partners and stakeholders and overseeing all aspects of program planning, development, implementation, promotion and management including evaluation, reporting and related responsibilities.

Salary Range: This is a full-time, exempt position. Benefits are available.

Principal Responsibilities:

- Recruit, coordinate, manage and develop program staff, interns, and volunteers.
- Supervise, inspire, and motivate assigned staff; provide ongoing feedback and support.
- Design, implement, and evaluate programs for 5th – 12th grade girls and Alumnae based on the Girls Inc. program framework.
- Oversee administration of programs, including tracking and reporting program recruitment and development efforts, outcomes, participant attendance and feedback, and staff performance. Maintain related databases.
- Keep up-to-date on issues affecting girls, research related to girls, Girls Inc. programs and best practices, and the activities of other girl-serving organizations in Westchester to ensure that GIWC programs remain responsive to the needs and interests of girls and complement and supplement the work of others.
- Deliver programs as needed.



- Develop and maintain program partner relationships. Stimulate interest and enthusiasm within the community for Girls Inc. activities and interpret Girls Inc. programs to interested individuals and groups. Build contacts within the community that will expand services for girls through collaborative efforts.
- Communicate with parents/guardians and other stakeholders to keep them up-to-date regarding Girls Inc. programs and goals.
- Initiate and further mission-aligned collaborations and serve as an advocate and spokesperson on issues impacting girls in the community.
- Participate in staff meetings and conferences to share ideas and concerns.
- Support fundraising efforts under guidance of the Executive Director, including collaborating on grant applications, participating in fundraising and promotional events and other fundraising efforts as needed.
- Other duties as assigned.

Successful candidates will have the following competencies:

- Ability to coordinate a multi-faceted program.
- Excellent verbal and written communications skills; highly organized and efficient; detail-oriented; expert use of technology, including social media.
- Ability to design and enhance program curriculum.
- Enthusiasm and ability to learn and quickly integrate new software, program components and other operational changes, as needed.
- Strong project management skills, including developing timelines, tracking, and working successfully to complete key deliverables and meet deadlines.
- Strong networking and relationship building skills.
- Ability to empower, inspire, and encourage staff and program participants, fostering participation in program planning, problem solving and decision-making.
- Ability to create high-impact events showcasing Girls Inc. and participants
- Collaborative, inclusive, and agile work style, dedicated to ensuring that organization and team goals are met.
- Experience and skill working with a diversity of people; ability to facilitate cooperative work.

Qualifications:

- Passion for our mission.
- Bachelor's degree required, Master's degree preferred, with courses in education, recreation, psychology, sociology, gender or women's studies preferred.
- At least 3 years' experience in youth work (or related field) which includes supervision, administration, curriculum and course design; community relations and exposure to non-profit organizational structure, rules and priorities.
- Experience preparing and making presentations to different audiences. Commitment to professional development for self and staff.

Other requirements: This position requires significant travel around Westchester County, frequent face to face meetings, occasional weekend activities, and ability to carry and transport program materials.



How to Apply:

Interested candidates should submit a resume and cover letter and addressing how your experience and interests match our mission to: clepone@girlsincwestchester.org

Please reference "Program Director" in the subject line.

No phone calls, please.

GIRLS INC. WESTCHESTER IS AN EQUAL OPPORTUNITY EMPLOYER