



Full Time School/Site – Based Program Coordinator

Girl Talk, Inc. - Knoxville, TN

Girl Talk, Inc. is a non-profit organization that empowers girls to become their best selves through reducing the likelihood of teenage pregnancy and increasing the likelihood of educational advancement.

The Program Coordinator's role is to manage all elements of school/site-based programming on behalf of Girl Talk, Inc. The role involves meeting Girl Talk's needs through the **recruitment of, retention of, and communication with** school/site-based mentors and community outreach partners. The Coordinator recruits, manages, and supports the relationship between Girl Talk and its school/site-based mentors, and is responsible for all aspects of communication with our community constituents.

Job responsibilities include, but are not limited to:

- Cultivating relationships with potential mentors and community partners
- Recruiting, Screening, Training and Retaining school/site-based mentors
- Monitoring, Managing, Supporting, and Motivating 40-50 school/site-based mentors
- Celebrating school/site-based mentors by organizing recognition, celebration, and/or appreciation events
- Helping to organize awareness events and campaigns to attract new school/site-based mentors
- Working with multiple agencies across different sectors in order to establish good working relationships
- Maintaining volunteer databases that include current and past constituents and their contact info
- Developing Curriculum for 3rd – 5th grade girls and 6th – 8th grade girls (separately)
- Working directly with school representatives and outreach sites to pursue implementation of Girl Talk, Inc. curriculum
- Developing partnerships with community organizations and churches to expand Girl Talk Programming and Outreach
- Coordinating mentors at schools and outreach sites
- Providing oversight and support to schools and outreach programs
- Planning and Facilitating training for school/site-based mentors
- Organizing & Providing supplies for school/site-based mentors
- Performing outreach site visits
- Obtaining feedback from school representatives and outreach partners
- Ensuring participants complete program evaluations
- Collecting data for grant reporting
- Assisting with Special Events as needed (Gala, Breakfast, program events, etc.)
- Performing other duties as required and assigned

Knowledge Requirements:

- Bachelor's degree in Human Services, Family Studies, Social Work or equivalent work experience preferred but not required
- At least 1-3 years' experience in related position.

Skill Requirements:

- Commitment to excellence and to the mission of Girl Talk, Inc.
- Project management expertise
- Relationship building experience
- Effective listening skills
- Effective oral and written communications skills with an ability to relate with a diverse group of individuals or organizations in an effective manner
- Experience in writing curriculum
- Ability to think strategically with proven, strong ability to execute on plan
- Ability to take initiative and be creative in thinking and solutions
- Must be able to effectively multi-task and prioritize
- Effective problem solver and decision maker
- Proficient computer skills (familiarity with customer relationship management systems preferred, electronic giving and information exchange preferred)
- High-energy individual who takes initiative with a positive outlook who can manage ambiguity and change
- Manage expectations of internal team members effectively and a strong desire and aptitude to be part of a team environment
- Ability to work in a high volume environment
- Typing, proof reading, and other duties as required
- Strong ability to self-organize and prioritize in efforts to meet deadlines
- Highly organized with excellent attention to detail
- Expertise in Microsoft Office (Word, Excel & Outlook)

Additional Qualifications

- Relatable to elementary & middle school kids
- Creative
- Extraverted nature
- Fun and welcoming personality
- A person who takes initiative
- A willingness to be cross-trained in other aspects of the organization
- A personality that enjoys working with others
- A flexible and adaptable attitude including ability to work flexible and varied hours
- The ability to follow instructions, respond to management direction and solicit feedback to improve performance
- Track record of reliability and timeliness
- Willingness to pitch in beyond the scope of your specific job description
- Professional appearance and presentation
- Ability to communicate with various groups and sectors

Job Type: Full-Time | 40 hours a week | Flexible Hours | Weekend work required
Please submit resumes via email to denetria@girltalkinc.com | No phone calls please