



Full-Time 9th & 10th Grade Life Prep Academy Coordinator **Girl Talk, Inc. | Knoxville, TN**

Girl Talk, Inc. is a high-impact nonprofit organization that empowers girls to become their best selves by reducing the likelihood of teen pregnancy and increasing educational advancement. Through mentorship, life skills development, and academic support, Girl Talk serves hundreds of girls annually and is committed to excellence in programming, leadership, and measurable outcomes.

We are building a **high-performing, mission-driven team** and are seeking a dynamic professional who operates with excellence, ownership, and urgency. We are looking for someone who is proactive, solutions-oriented, and committed to delivering high-quality work that directly impacts the lives of girls.

The **9th & 10th Grade Life Prep Academy Coordinator** plays a critical leadership role in shaping the foundation of our high school programming. This position is responsible for designing, implementing, and overseeing the Freshman and Sophomore tracks of the Life Prep Academy. This individual ensures that girls in 9th and 10th grade are academically prepared, personally confident, and equipped with the tools needed to succeed in high school and beyond.

What It Means to Be a High-Performing Team Member at Girl Talk

We are looking for someone who:

- Takes full ownership of their role and outcomes
 - Executes with excellence and attention to detail
 - Follows through consistently and meets deadlines
 - Anticipates needs instead of waiting to be directed
 - Thrives in a fast-paced, growing organization
 - Embraces feedback and uses it to improve
 - Is both strategic and hands-on
 - Understands that serving girls requires both heart and high standards
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Key Responsibilities

Participant Recruitment & Engagement

- Develop and execute an annual recruitment strategy for 9th & 10th grade participants
- Conduct participant interviews for rising Freshmen and Sophomores
- Build strong, consistent communication with participants and parents
- Develop and monitor individualized action plans for each participant
- Ensure high retention, engagement, and satisfaction within the program

Curriculum Development & Program Implementation

- Design and implement age-specific, engaging, relevant, and outcomes-driven monthly sessions
- Develop curriculum aligned with academic success, identity development, life skills, and college/career readiness
- Secure and coordinate guest speakers and facilitators
- Create interactive activities that promote participation and application
- Build and manage community partnerships that strengthen programming

Data & Outcomes Management

- Track program metrics and participant progress
- Maintain accurate data entry and documentation
- Prepare and submit timely outcome reports for grant and internal reporting
- Implement systems to evaluate program effectiveness and drive continuous improvement

Retreat & Special Event Planning

- Collaborate with other Life Prep Coordinators to plan and execute the Annual Life Prep Retreat
- Develop retreat curriculum, activities, and logistics
- Ensure retreat programming aligns with overall program objectives

Organizational Leadership

- Contribute to a high-performing team culture
 - Support cross-departmental initiatives as needed
 - Demonstrate initiative, ownership, and commitment to organizational excellence
 - Other duties as assigned
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Knowledge & Experience

- Bachelor's degree preferred (or equivalent relevant experience)
- 1-3 years of experience in youth development, education, nonprofit programming, or related field

Core Competencies & Skills

- Deep commitment to the mission of Girl Talk, Inc.
 - Strong project management and execution skills
 - Strategic thinker with a bias toward action
 - Excellent written and verbal communication skills
 - Ability to build authentic relationships with youth and families
 - Strong organizational and time-management skills
 - Ability to multi-task in a high-volume, fast-paced environment
 - Data-driven mindset with attention to detail
 - Proficiency in Microsoft Office (Word, Excel, Outlook)
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Personal Attributes

- High-energy, positive, and solutions-oriented
- Relatable and engaging with youth
- Fun, welcoming, and professional
- Highly reliable and accountable
- Team-oriented with a willingness to pitch in beyond assigned duties
- Open to feedback and committed to continuous improvement
- Flexible and adaptable (evening and weekend work required)

Additional Information

- Full-Time | Salaried Position
- Evening and weekend work required
- Flexible scheduling within a collaborative, mission-driven team environment
- Pleasant small-office culture

To apply, please submit your resume via email to: maya@girltalkinc.com (No phone calls, please.)