



Director of Community Engagement

Reports To: Executive Director

Position Type: Full-Time, Exempt

Position Summary

The Director of Community Engagement is responsible for developing and leading the overarching strategy for Girl Talk's volunteer engagement and School & Site-Based community partnerships. This role provides the vision, structure, and systems for volunteer recruitment, training, retention, and community engagement efforts, while Program Coordinators support the day-to-day implementation and relationship management.

This position serves as the strategic lead for creating scalable volunteer and engagement systems, designing training frameworks, strengthening retention initiatives, and ensuring alignment across community-facing programming. The ideal candidate is a high-level strategist, strong systems-thinker, collaborative leader, and passionate advocate for youth development who can translate vision into sustainable infrastructure and long-term community impact.

Key Responsibilities

Program Leadership and Strategic Oversight of School & Community Sites

- Oversee the implementation, quality, and growth of Girl Talk's Site-Based Programs across schools and community sites.
- Cultivate and maintain strong partnerships with schools, site coordinators, and community organizations.
- Manage girl recruitment and enrollment processes, ensuring smooth communication with families and sites.
- Conduct regular site visits to monitor program delivery, provide support, and ensure fidelity to Girl Talk's mission and standards.
- Track program outcomes, attendance, and engagement in coordination with the data team.
- Support continuous improvement through data-driven evaluation and stakeholder feedback.

Volunteer Recruitment & Engagement Strategy

- Develop and lead the overall strategy for volunteer recruitment, onboarding, training, engagement, and retention across all Girl Talk programs.
- Create scalable systems, processes, and frameworks that support a consistent and high-quality volunteer experience organization-wide.
- Design and oversee volunteer training strategies, materials, and development plans, collaborating with Program Coordinators on implementation and execution.
- Analyze volunteer engagement trends, participation data, and retention metrics to identify opportunities for growth and improvement.
- Develop organization-wide volunteer retention and appreciation strategies that strengthen long-term engagement and connection to Girl Talk's mission.
- Provide strategic direction and support to Program Coordinators as they manage day-to-day volunteer relationships and communication.

Community Partnerships and Outreach

- Serve as the primary point of contact for schools, community organizations, and potential site partners.
- Represent Girl Talk at events, school meetings, and community forums to raise visibility and build new partnerships.
- Collaborate with the communications team to promote program opportunities and celebrate volunteer contributions.
- Expand program reach by identifying and onboarding new site locations.

Qualifications

- Bachelor's degree in education, social work, nonprofit management, or related field; Master's degree preferred.
 - Minimum of 3-5 years of experience in program management, youth development, or volunteer coordination.
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Skill Requirements:

- Commitment to excellence and to the mission of Girl Talk, Inc.
- 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
- Ability to think strategically with proven, strong ability to execute on plan
- Ability to take initiative and be creative in thinking and solutions
- Effective problem solver and decision maker
- Proficient computer skills (familiarity with customer relationship management systems preferred, electronic giving and information exchange preferred)
- Ability to work in a high-volume environment
- Strong ability to self-organize and prioritize in efforts to meet deadlines
- Highly organized with excellent attention to detail

Additional Qualifications

- Creative
- Fun and welcoming personality
- A willingness to be cross-trained in other aspects of the organization
- A personality that enjoys working with others
- 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
- Demonstrated ability to lead people and manage partnerships.
- Strong organizational skills with a systems-oriented mindset.
- Ability to work effectively with diverse populations, including youth, volunteers, educators, and parents.
- Proficient in using data for decision-making and reporting.

Job Type: Full-Time | 40+ hours a week | Hybrid Schedule M/F WFH | Weekend work required occasionally

Please submit resumes via email to nichole@girltalkinc.com | No Phone Calls Please