School & Site Based 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 School & Site-Based Coordinator is responsible for overseeing the implementation, quality, and consistency of Girl Talk's school and site-based programming. This role leads the development and implementation of engaging, age-appropriate curriculum while ensuring each program site provides a high-quality experience that aligns with Girl Talk's mission, standards, and desired outcomes.

Job responsibilities include, but are not limited to:

- Recruiting 3rd – 5th grade girls to participate in our school/site program
- Developing Curriculum for 3rd – 5th grade girls
- Communicating directly with school representatives and site partners to coordinate program schedules, session dates, and implementation logistics.
- Maintaining strong, ongoing relationships with school and site partners after partnerships have been established by the Director of Community Engagement.
- Coordinating mentors at schools and sites
- Providing mentor support as needed
- Assisting in planning trainings for school & site-based mentors
- Organizing & Providing supplies for school & site-based mentors
- Performing outreach site visits
- Obtaining feedback from participants and collecting data for grant reporting
- Maintaining participant databases that include current and past participants
- Ensuring participants complete program evaluations
- Providing on-site program coverage when a scheduled mentor is unavailable to ensure continuity of programming.
- 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.

Skills & Qualifications

- Strong commitment to the mission and values of Girl Talk, Inc.
- Excellent communication, relationship-building, and interpersonal skills.
- Experience developing and/or implementing curriculum.
- Highly organized with strong attention to detail and the ability to manage multiple priorities and deadlines.
- Proactive, self-motivated, and able to think strategically, solve problems, and take initiative.
- Creative, energetic, and relatable to elementary and middle school-aged youth.
- Flexible, dependable, and able to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office; experience with database or CRM systems preferred.

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