

Program Coordinator Job Description (April 2017)

Hardy Girls Healthy Women (HGHW) is a statewide nonprofit with the mission of taking girls seriously and putting the power in their hands to challenge a society that ignores their brilliance. We dare adult allies to join us in standing with girls. Our vision is girls causing a ruckus. Started in 2000, Hardy Girls, a research-based organization, is headquartered in Waterville with programming around the state.



Hardy Girls seeks a part-time Program Coordinator to manage, evaluate and expand HGHW programming. The successful candidate will understand the realities of working in a small organization where every job is hands-on. The organization is dynamic and the job holds potential for organizational leadership. Seeking a candidate with multifaceted experience in working with girls and youth. The position is hourly; some travel as well as evening and weekend work will be required. The position reports to the President.

Responsibilities

- Program management of Girls Coalition Groups, Girls Advisory Board, Girls Rock! Weekend and Women's Action Groups including but not limited to:
 - Recruitment, training and ongoing management of volunteers
 - Recruitment of and ongoing work with participants
 - Maintain, establish and develop a network of community collaborations across the State
 - Evaluation and reporting
 - Schedule, venue and content coordination in collaboration with Admin Assistant
- Training Institute management:
 - Outreach for and coordinate Training Institute requests including adult training opportunities and girls' workshops
 - Facilitate trainings and workshops
 - Recruit and train additional facilitators
 - Evaluation and follow-up
- Work cooperatively with the President, Board, staff and volunteers to create a community understanding of the work and role of HGHW.
- Work cooperatively with the President, Board, staff and volunteers to ensure timely and effective grant submissions, reporting and management

Knowledge, Skill and Abilities Desired

- 3+ years experience working with youth in various settings including, but not limited to

curriculum development, program facilitation and evaluation.

- Experience with Microsoft Office, Google Drive and donor management software (CMS, CRM), and/or general comfort with learning new technology.
- Strong verbal skills with the ability to effectively communicate with the Board of Directors, community leaders, donors and sponsors, individuals, as well as the general public.
- Requires a high level of integrity, professionalism, diplomacy, flexibility, teamwork, confidentiality, creativity, planning, organization and a sense of humor.
- Basic understanding of women's issues in Maine, feminism research, and strength-based programs is preferred.
- Ability to travel Statewide as needed.
- Ability to work independently, demonstrated aptitude in self-directed performance and communication.
- Ability to adapt and grow with the position as the organization changes.

Additional Information

- Position will require work and travel around the state. Position can be based in Waterville or Portland.
- Estimated 20 hours per week with flexibility around special events and busier seasons.
- Estimated start date: June, 2017.

Please submit a cover letter and resume to jobs@hghw.org with "Program Coordinator" in the subject line by May 19, 2017. No calls please.