



of the Valley

**Position:** Assistant Program Director - College and Career Success

**Salary Range:** \$42,600- 46,600

**Schedule-** Ability to work flexible hours including approximately 4 evenings a month and the occasional weekend event (approximately 1 x per month) with advanced notice.

### **WHO WE ARE**

After 40+ years, Girls Inc. of the Valley continues to inspire all girls\* to be strong (healthy), smart (educated), and bold (independent). Girls Inc. provides more than 800 girls in the Holyoke, Chicopee and Springfield area with life-changing experiences and real solutions to the challenges girls face. As part of a national model, the Girls Inc. Experience is what makes us unique among organizations serving youth. (\*please see our website at [girlsincvalley.org](http://girlsincvalley.org) to learn more about our inclusive gender statement)

### **POSITION OVERVIEW**

The **Assistant Program Director- College and Career Success** will lead programs to foster success and inspire post-secondary opportunities for high school students and recent graduates. They will develop and implement programming that supports high school students through the college search, application and transition process. They will also provide career readiness programming that will allow participants, including recent alum, to explore various post-secondary pathways, receive support with job searches, applications and retention, develop employability skills, and gain hands-on experience through unique internships and mentorship opportunities.

### **RESPONSIBILITIES:**

- Plan and facilitate college and career programs for high school students and recent alum, including designing and managing robust summer experiences,
- Update and/or revise existing college and career curricula and develop new curricula as needed
- Develop and maintain relationships with community to design and implement robust internships and/or job shadow experiences for participants
- Recruit, interview, and orient teens for program
- Establish and maintain partnerships with local universities, youth agencies, and companies
- Evaluate all programming; complete program surveys; maintain accurate program data; complete required reports
- Oversee scholarship programs, graduation events, mentorship programs
- Work closely with program director and take the lead on Girls Inc. National Project Accelerate Program

### **SPECIFIC QUALIFICATIONS INCLUDE**

- Passion for Girls Inc. mission
- Minimum of BA/BS
- Have at least two years of direct service with teens and young adults

- Familiar with the college application process; experience in leading post-secondary planning, leadership development, or career exploration programs
- Ability to develop and facilitate college and career-oriented programming including programs and activities which promote non-traditional careers for women
- Ability to develop programming to enhance academic preparation and soft-skills
- Comfortable being out in the community as a representative of Girls Inc. to develop partnerships with the goal of developing internship experiences and mentoring opportunities
- Strong written and verbal communication skills and the ability to connect with people individually and interface with families, community organizations, and businesses in the Pioneer Valley with diverse backgrounds, experiences, and abilities
- An awareness of and commitment to social justice education, gender equity, reproductive justice, trans justice, and anti-racism
- Must have a valid driver's license for at least two years with a clean driving record and ability to drive a 15-passenger van
- First Aid and CPR certified, or willing to attend training
- Bi-lingual (Spanish) highly desired (bonus available)

#### **WHY JOIN GIRLS INC. OF THE VALLEY**

With an articulated belief in the mission of the organization, you will play an important role in improving the lives of girls in our community, especially girls of color, disenfranchised, and other under-represented populations. Girls Inc of the Valley offers flexibility, recognizes the need to balance personal and professional lives and provides a robust and competitive benefits package. Girls Inc. recognizes that it is essential for the organization to include the values of diversity, equity, and inclusiveness as part of our strategy to achieve our vision and mission.

We are committed to building a culturally diverse staff that represents the population of youth we serve and strongly encourage applications from candidates with diverse backgrounds.

#### **TO APPLY:**

Please send a cover letter, résumé, and names/contact information of three references to Aleks Dow, Program Administrative Assistant, to [adow@girlsincvalley.org](mailto:adow@girlsincvalley.org). Applications accepted on a rolling basis with higher consideration for applications received by February 28<sup>th</sup>. Posting will be removed when position is filled.