

## Job Description



of Memphis

**JOB TITLE: Eureka! Specialist**

**DEPARTMENT(S): Programs**

**REPORTS TO: Director of Eureka!**

**FLSA: Non-exempt**

Girls Inc. of Memphis inspires girls ages 6-18 to be strong, smart, and bold. Since 1946, Girls Inc. of Memphis has offered programs designed to build girls' capacity for college preparedness, confident and responsible adulthood, economic independence and personal fulfillment. As a local affiliate of our national organization, Girls Inc., we benefit from research and outcome-based, age-progressive programming specifically designed to provide the Girls Inc. Experience to girls in Memphis.

### **JOB PURPOSE:**

The Eureka! Coordinator provides program support to the Director in keeping with the Girl Inc. Experience, mission, logic model, annual objectives and goal numbers. They must possess the ability to motivate and the passion to inspire girls and deliver a variety of services including hands-on, minds-on, STEM programming and activities for middle and high school girls during the school year and summer. This position is responsible for coordinating, organizing, and facilitating programs to one or two Eureka! Cohorts and with community and school partners.

### **ESSENTIAL JOB FUNCTIONS:**

- Approach work with a focus on girls on their terms and advocate on their behalf
- Focus on thoughtful qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Ensure that curricula being facilitated provides the Girls Inc. Experience, meets Girls Inc. standards and are in alignment with the needs of female teens and agency's mission
- Plan, develop, and implement Girls Inc. curricula within a supportive, open, non-judgmental environment
- Assist with recruitment, registration, and retention of girls for school-based and school-year programming; so that program capacity is met
- Ensure effective and efficient program delivery model is documented, implemented and evaluated through the TraxSolutions process in reference to online registration, online payment, outcomes evaluation agreement forms, outcome evaluations, attendance, etc.

- Work collaboratively with all agency program staff to ensure continuity of program delivery and support
- Ensure financial documentation is accurate and submitted in a timely manner as specified by program and finance policies and procedures
- Assist with the design, development, implementation and evaluation of program components and curriculum from surveys, reflections, and other feedback
- Provide accurate and timely information for grant and other funding applications, reports and documentation
- Assist with recruitment of participants for program and serve as community resource and agency representative so that program capacity is met
- Serve as agency representative in the community for recruitment and marketing of Eureka! program and Girls Inc. of Memphis
- Follow all agency policy and procedures as outlined in the staff handbook
- Participate in periodic assessments of own performance and actively seek personal and professional growth opportunities for self and any staff
- Provide appropriate supervision for participants in Girls Inc. programs while maintaining safety standards for physically, mentally, and emotionally safe environment
- Assist with transporting participants in a 15 passenger van
- Perform other duties as needed and/or assigned

#### **QUALIFICATIONS:**

- Bachelor's degree in STEM, education, sociology, or other relevant major
- Knowledge of/interest in youth development, gender equity, social justice, cultural issues, and community engagement
- Demonstrated abilities in incorporating diversity of cultures, ethnicity, language abilities, and socioeconomic background in work with staff and in programming
- Technology skills including MS Word, Excel, & PowerPoint
- Creative, upbeat, and comfortable speaking in front of groups of varying ages, sizes, and cultural backgrounds
- Ability to lead and manage people
- Experience and knowledge of program and curriculum development
- Represent Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others.

#### **REQUIREMENTS:**

- Ability to bend, lift, and move up to 25 lbs.
- Experience with community recruitment and outreach
- Ability to effectively diffuse and manage volatile situations
- A valid driver's license and access to reliable vehicle and proof of automobile insurance
- Ability to multi-task independently and with staff/colleagues
- Ability to communicate effectively orally, visually, in writing, and via computer with youth, parents, coworkers, volunteers, and community partners

- Work schedule is Tuesday – Saturday with the ability to work nights
- Facilitate curriculum in schools for middle school and high school girls

**TO APPLY:**

- Apply online at [www.girlsincmemphis.org](http://www.girlsincmemphis.org) or
- Email cover letter and resume to: [kbrezina@girlsincmemphis.org](mailto:kbrezina@girlsincmemphis.org) or
- Mail cover letter and resume to: Girls Inc. of Memphis, Attn: Katie Brezina, 910 Vance Ave., Memphis, TN 38126

*Girls Inc. is an Equal Opportunity Employer*