



## **Girls Inc. of Alameda County High School Programs Manager**

### **Organizational Overview**

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

### **Position Overview**

The High School Programs Manager oversees programs serving high school girls such as: College Access Now Program (part of the Eureka 5-year program), Academic Assistance, ACT (Advocating Change Together) Program, HEART (Helping Everyone Achieve Respect Together) Program and the SUN Project at multiple sites, including school year and intensive summer programming. High School Programs resides in the Community Programs Department and empowers girls to examine and overcome equity issues facing girls of color from under-resourced communities. Girls participating in High School Programs develop goals toward college and career readiness through academic supports, college preparation, financial and media literacy workshops, internships, field trips, and sisterhood building.

The High School Programs Manager is an experienced and dynamic leader in youth development and out-of-school programs. The ideal candidate for this position is knowledgeable about trauma-informed and culturally responsive approaches and practices and is able to build and cultivate strong teams, programs and supervisory relationships. Girls Inc. is seeking someone who will motivate and support program coordinators and the operations of programs, ensure compliance with database and monthly reporting, government and foundation funding, while also understanding barriers girls of color face at school and in society. Above all, this person must have the ability to inspire staff to spark curiosity, creativity, and confidence in young women to achieve academic and career goals.

### **Major Duties and Responsibilities**

- Recruit, hire, train, supervise, and support coordinators to meet programming needs.
- Plan, design, and evaluate hands-on, intentional curriculum grounded in youth development principles, trauma-informed care, cultural responsiveness and girl-centered approaches.
- Work collaboratively with coordinators and program leaders to plan and implement the successful delivery of the curriculum and effective operation and growth of programs.
- Support and ensure training and consultation for coordinators to handle difficult situations with girls and families, girls' conflict resolution, and challenging situations with community partners.

- Provide training to teams about Girls Incorporated, its mission and its policies, as well as specific training in the focus of the programs, their structure, and program strategies.
- In partnership with the Grants and Evaluation Team, assess needs for program development or revisions through process and outcome evaluations and work with coordinators to develop site-specific plans to meet program outcomes.
- Work collaboratively with internal departments and external partners such as community-based organizations, donors, corporate sponsors, local colleges/universities to enhance program delivery.
- Work with coordinators and their teams in developing, implementing and refining curriculum based on best practices, youth development principles, trauma-informed, culturally responsive and girl-centered approaches.
- Work with coordinators to develop and ensure quality family and community events, college tours and field trips.
- Manage administrative, fiscal, and contract management of the program and sites, including tracking participant demographics and academic progress, and preparing reports to funders.
- Prepare and manage program budgets.
- Work collaboratively with the Middle School Program Manager and Senior Director to provide a cohesive continuum of programming.
- In conjunction with the Community Engagement Manager and coordinators, train and support program volunteers.
- Oversee and develop effective written and printed materials that promote and support the high school programs.
- Participate in and/or lead staff, program management team meetings.
- Work some weekday evenings and weekends as needed.
- Perform other duties as assigned.

### **Qualifications**

- Bachelor's degree.
- Significant knowledge and experience (minimum 3 years) in youth development and after-school community-based educational settings serving adolescents.
- Significant experience supervising staff (minimum of 3 years) and ability to coach Program Coordinators to support their staff.
- Knowledge and commitment to designing and managing girl-centered programs, and experience working in urban school or community-based settings.
- Proven experience working with and managing programs for high school age youth, representing diverse cultures, ethnicities, languages and abilities.
- Experience in quantitative and qualitative program evaluation.
- Knowledge of barriers to equity and justice for girls of color in Oakland/Alameda County
- Ability to demonstrate a high level of cultural competency especially as related to incorporating diverse cultures, ethnicities, languages and abilities into the delivery of programs, materials and communication.
- Ability to communicate effectively in all expected modes of communication with youth, parents, co-workers, community partners, teachers and volunteers.
- Strong leadership skills and experience with recruitment and outreach
- Experience working with parents/families.
- Proficiency in Microsoft Office suite applications.

- Ability to bend, lift, move up to 15 lbs.
- Background clearance from the Department of Justice.
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Bilingual in Spanish-English a plus.
- Ability to work some weekday evenings and some weekends as needed

**To APPLY:** Email resume and cover letter to [Kimberly Bradley, Sr. Director of Community Programs at kbradley@girlsinc-alameda.org](mailto:kbradley@girlsinc-alameda.org)

**Please Note:** Employment is contingent upon TB clearance and clearance of the required fingerprints and criminal background check.

**Girls Incorporated is an Affirmative Action/Equal Opportunity Employer**