Position Overview

Girls Inc. Advocacy and Health Programs Coordinator will plan, coordinate and directly oversee the implementation of multiple programs for the school year and summer: Advocating Change Together (ACT) Program, the Helping Everyone Achieve Respect Together (HEART) Program, the Sisters United Now (SUN) Project and the Advocacy and Health Summer Institute. The Advocacy and Health Program Coordinator also supervises 3-4 part-time program leaders who facilitate the programs with the girls.

The ACT and HEART programs are located at Girls Inc.’s two centers: 1) Simpson Center for Girls in Downtown Oakland and 2) Girls Inc.’s Concordia Park site in East Oakland. SUN project location will be at the Simpson Center. Girls develop skills in advocacy, leadership, public speaking and project planning through project-based learning opportunities while learning more about human sexuality and issues in their community. The program format includes weekly group sessions, leadership workshops and trainings, youth-led discussions and community events, guest speakers and intentional and informative fieldtrips.

Girls Inc. of Alameda County’s ACT program is a hands-on social justice advocacy and civic engagement program that focuses on: 1) training girls in social justice issues and systems of oppression impacting young people in the Oakland communities and 2) assisting girls to identify, research and implement a civic engagement project. This program provides young women the opportunity to find their voice and develop projects to address issues in their community.

Girls Inc. of Alameda County’s HEART program focuses on sexual and reproductive health education and advocacy. HEART girls are trained on a variety of topics around sexuality, sexual and reproductive health and the impact of the intersectionality of gender and culture. The program works toward building an understanding of the impact of intersectionality of gender and culture, decreasing risk factors and increasing protective factors that reduce the risk of unwanted pregnancies.

Girls Inc. of Alameda County’s SUN is a project working closely with multiple community partners to reduce the disproportionate rates of STIs and HIV in Black and Latina women and girls in Alameda County through the delivery of gender-specific and culturally relevant prevention and early intervention services.
**Major Duties and Responsibilities**

- Planning, coordination and implementation of the ACT and HEART programs and the SUN Project.
- Supervise, develop and support ACT, HEART and SUN program leaders through weekly individual supervision, team meetings/trainings 1-2 times per month and working with them to create a cohesive team.
- Collaborate with High School Program Manager to design, plan, implement, and document engaging and innovative activities and curriculum for ACT and HEART programs using recent research and data that are gender-based, trauma-informed and culturally responsive.
- Train and implement Sex Education curriculum for HEART program and the Advocacy Skills Curriculum for ACT program with High School Program Manager and Program Leaders to high school girls.
- Participate in the adaptation and implementation of SIHLE (Sisters Informing Healing Living and Empowerment) small group sessions for the SUN Project; train and co-facilitate SIHLE intervention with SUN trainer and peer facilitator program leaders with cohorts of adolescent girls of color.
- Identify, develop and implement plan and strategies for meeting the program goals for ACT, HEART and the SUN Project in a timely manner and for effective program management and development;
- Design and implement recruitment, outreach, and retention strategies for ACT, HEART and SUN Project - identifying, attracting, and maintain program participants.
- Monitor and document daily attendance, activity and progress records for ACT, HEART and SUN in the database and through written reports for internal and grant purposes.
- Submit monthly written reports on the progress of ACT, HEART and SUN programs; collect and report any additional data necessary for grant monitoring and evaluation; administer, assist in the creation and analysis of evaluation tools.
- Work as a team member of Community Programs and participate in mandatory weekly supervision, staff development, consultation, trainings and team meetings.
- Support adult and teen volunteers and interns.
- Work occasional evenings and weekends for events
- Perform other duties as need or assigned.

**Qualifications**

Bachelor’s degree or equivalent work experience;

- Minimum 1 year of experience with program and project development, planning and implementation in youth development and/or out-of-school-time programs
- Minimum of 2 years of experience working with high school aged youth representing diverse cultures, ethnicities, languages, sexual orientation and abilities.
- Supervision experience preferred.
• Experience with designing and facilitating training for staff and girls; ability to train on advocacy skills, sexual and reproductive health education, STI/HIV prevention and early intervention services
• Demonstrated experience with recruitment, outreach, networking, collaborating, and building partnerships with schools, community-based organizations, and community experts
• High level of cultural competence
• Desire and ability to develop and implement gender-responsive, trauma-informed and culturally competent programs
• Knowledge of advocacy on issues related to social justice, sexual and reproductive health issues affecting girls and young women of color and their families in Alameda County.
• Knowledge of gender issues affecting girls and young women of color including gender equity, gender identity, and girls' development.
• The ability to motivate, excite, spark curiosity and self-discovery among young women toward advocacy and civic engagement around issues of social justice and sexual and reproductive health advocacy.
• Excellent verbal and written communication skills
• Ability work cross-culturally with co-workers, girls, partners, volunteers and interns
• Ability to provide and support program leaders with creating and maintaining a culturally responsive, trauma-informed approach and safe space
• Facilitation and conflict resolution skills gained in a working with high school aged youth
• Collaborative, resourceful, self-motivating, creative, organized, and flexible.
• Knowledge of MS Word, Publisher, Excel, and Outlook and other database applications.
• Ability to bend, lift, move up to 15 lbs
• Availability to work occasional evenings and weekends for events.

Receipt and Acknowledgement

I have reviewed, discussed and understand my job description:

_________________________________________  ________________________________  __________
Employee’s Signature                        Print Name                                      Date

I have reviewed and discuss the responsibilities of the job description with the new employee:

_________________________________________  ________________________________  __________
Manager/Supervisor’s Signature               Print Name                                      Date