

## JOB DESCRIPTION

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by 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 interventions in elementary school and exciting hands-on STEM and STEAM 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. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

The Special Projects Assistant Coordinator is a staff member with excellent skills to support the coordination and delivery of a model after school program for elementary and middle school students in Oakland. The Special Projects Assistant Coordinator is professional, creative, flexible, fun, able to facilitate a diverse array of concepts from literacy and STEM (science, technology, engineering and math) to conflict resolution, and able to communicate with both youth and adults. Above all, this person has the ability substitute teach in any K-8th grade after school program classroom, deliver engaging literacy and STEM-related support, and support program leaders to success in the classroom at Elementary and Middle School Program sites. The Special Projects Assistant Coordinator will support program implementation, curriculum development and program quality. They will lead groups of youth and adults at several sites in a dynamic afterschool program that allows students the opportunity to explore diverse, engaging, culturally and developmentally appropriate activities designed to meet physical, social and cognitive needs of all students in a gender specific environment.

### Job Summary

- Support the coordination and delivery of all services and supports as listed above.
- Support the Girls Inc. after school programs across sites by substituting for Program Coordinators and Program Leaders as needed.



- Work collaboratively with the Program Coordinator, school day staff, program staff and volunteer staff to identify, recruit, and provide services to 100-120 students in grades K-8.
- Ensure quality programs and instruction by supporting activities and lesson plans of the Program Leaders.
- Support Program Leaders to deliver after-school programming, including Youth Development practices, Social-Emotional Learning practices, Positive Behavior Intervention and Support strategies, literacy strategies and behavior management in a gender specific setting using a trauma-informed approach.
- Assist in the implementation of Common Core and Youth Development practices in curriculum and program facilitation.
- Ensure the safety of all students and staff by complying with and implementing the sites' Emergency Policies and Procedures.
- Effectively utilize prep time to prepare for trainings, activities and substituting
- Track and report program enrollment and attendance daily into Cityspan.
- Support Coordinators and Literacy Specialist in the administration and collection of evaluation tools and assessments.
- Work closely with Program Coordinator to ensure high quality community events for students, families and school community.
- Prepare effective written and printed materials that support the after-school community.
- Participate in staff development, consultation, training, and team meetings.
- Attend meetings and trainings monthly and as assigned.
- Understand, train and implement the California State Quality Standards and Weikart Center Youth Program Quality Assessment tool including (but not limited to): attending CQI related meetings/trainings, supporting staff in utilizing the tool, completing Program Quality Assessments, use of reporting software, creating and implementing goals and objectives.
- Perform other duties as assigned in person or in virtual workspace.

## About You

- Bilingual (Spanish/English) highly desirable.
- Ability to motivate, excite and spark curiosity and well-being in students.
- Ability to inspire and motivate adults as well as positively contribute to a team.
- Knowledge and experience in literacy development, STEM, gender specific, youth development and after-school or educational settings desired.
- Knowledge of and commitment to gender-responsive academic programs.
- Experience working with families and supporting family involvement in their children's development and education.
- Knowledge and experience bringing multi-cultural curriculum to the after- school environment highly desirable.
- Minimum 2 years of experience working with school-age youth representing diverse cultures, ethnicities, and abilities.
- Extensive experience working in communities representing diverse cultures, ethnicities, languages and abilities.



- Experience and enthusiasm for supporting intensive volunteer involvement.
- Ability to communicate effectively orally, auditory, visually, and in writing with youth, teachers, caregivers, coworkers, and volunteers.
- 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. of Alameda County.
- Proficiency in Ms Office suite applications.
- Department of Justice clearance based on fingerprinting submission.
- Proof of TB test within the last four years.
- 2 years equivalent college credit or IA Exam.
- CPR/First Aid Certification.
- Ability to bend, lift, move up to 15 lbs.

## What We Offer

- Base \$18.00 per hour at 26 hours per week
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

## Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.



To APPLY Please send resume and cover letter to: talent @ girlsinc-alameda.org. For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

**COVID 19:**

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

