

Academic Assistance/ Special Projects Program Leader

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 Academic Assistance/Special Projects Program Leader is a 32 hour per week position responsible for facilitating the academic assistance/tutoring program 4 days per week and working with the Special Projects Assistant Coordinator to support special projects within the Community Programs Dept with **a commitment to work for the 2022-2023 school year**. The Academic Assistance/Special Projects Program Leader will also manage the schedules of the volunteer tutors as well as match students to tutors based on need and availability. Academic tutoring occurs in our downtown Oakland office Monday – Thursday, 3:30-6:30pm.

Job Summary

- Serve as support for all volunteer tutors during program time
- Evaluate goal-setting progress on a weekly basis for all participants receiving tutoring
- Provide initial training and additional coaching to volunteer tutors as needed
- Evaluate transcripts at the beginning of every new semester for participants and notify the CAN! Program Coordinator of any students who have failed or are in danger of failing A-G required classes
- Support the Special Projects Assistant Program Coordinator with special projects as needed such as Project Accelerate with database entry and maintenance, planning community building program events and end-of-semester tutor events, appreciations and gifts
- Assist with administrative tasks as needed for the academic assistance program and special projects including but not limited to writing and submitting monthly summaries/reports, entering attendance, supporting with participant recruitment, outreach, and materials organization
- Maintain communications with Community and High School Program Managers, Coordinators and Leaders (in person, voicemail, during weekly meetings, over web-based conferencing tools)



- Work occasional in person or virtual evenings and or weekends with program participants and their families.
- Perform other duties as assigned

About You

- **Commitment to work the 2022-2023 academic school year.**
- **Ability to work 12:00-7:00pm M-TH; 10am-2pm Fri**
- Have a high school diploma/ GED and have completed at least one year of college level coursework.
- Ability to work and facilitate programming in-person and virtually as needed.
- Experience with youth development and after school programming as well as an enthusiasm for working with 8th – 12th grade girls.
- Facilitating academic engagement activities, homework support and tutoring 8th – 12th grade.
- Position requires flexibility, creativity, organization, positive energy and passion for inspiring girls to be strong, smart, and bold.
- Strong verbal and written communication skills.
- Effective problem solving and conflict resolution skills that follow youth development and trauma-informed and equity-based principles and practices.
- Ability to work occasional evenings and weekends as needed for events.
- Ability to implement tasks and activities independently.
- Ability to multi-task and meet deadlines consistently, timely and reliable.
- Ability to receive and provide feedback in a constructive way.
- Experience working with diverse communities.
- Ability to set up space, virtually and in person, for girls that challenges gender stereotypes and is LGBTQ-inclusive.
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements established by Girls Inc.
- Background clearance from the Department of Justice.
- Requires a minimum commitment of one year.
- Bilingual in Spanish/Cantonese/English highly desired.

What We Offer

- Compensation: Base \$17 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 Statement

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.

For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

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

