

Program Coordinator Job Description

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Hardy G*rls Healthy Wom*n (HGHW) is a statewide nonprofit with the mission of taking girls & gender expansive youth seriously and putting the power in their hands to challenge a society that ignores their brilliance. We dare adult allies to join us. Our vision is girls and nonbinary youth causing a ruckus. Started in 2000, HGHW, a research-based organization, is headquartered in Waterville with programming around the state.

HGHW seeks a full time (35 hrs/week) Program Coordinator to manage, evaluate, and expand HGHW programming. The successful candidate will understand the realities of working in a small organization where every job is hands-on. The organization is dynamic, and the job holds potential for organizational leadership. We are seeking a candidate with multifaceted experience in working with girls and gender expansive youth. Some travel, as well as evening and weekend work, will be required. The position reports to the Executive Director.

A note about the workplace: We are a small staff with bold, unflinching goals. We value each other, respect each other, and laugh a lot. We really enjoy each other's company and while the organizational values match our own, our jobs are not our lives. As full humans with lives outside of our jobs, we create a space that welcomes our authentic selves to the work. We have an office space in Augusta, but our team meetings are mostly done via Zoom.

Just girls? Gender is a social construct and for centuries it's held onto a binary (boys & girls) system. HGHW does not believe in the binary, but knows the deep history of systemic sexism and transphobia has uniquely harmed self-identifying girls and gender expansive folks. This is who we work with. As consistently learning intersectional feminists, we welcome and celebrate folks across all identities, abilities, races, ethnicities, religions, economic statuses, and sexual orientations.

Responsibilities

- **Program Coordination**

- Coalition Group (5th-8th grade) and volunteer Muse (college) Programs:
 - Recruit, train, and coordinate college aged volunteer "Muses" in the Waterville and Bangor/Orono areas in the 2022-2023 school year.
 - Coordinate and communicate with elementary and middle school guidance counselors and school administrators to establish and maintain in-school Coalition Group programs for girls and nonbinary students
 - Facilitate communication between volunteers and program sites throughout the year
 - Implement evaluation systems and report on results
- Coordinate the Feminist Action Board (high school) Program:
 - In partnership with the Executive Director, communicate and coordinate with high school members of the Feminist Action Board (FAB) for monthly in person meetings
 - Assist FAB members in the creation and design of their workshops for the spring G*rls Rock! Conferences for 4th-8th grade girls and nonbinary youth
 - Implement evaluation systems and report on results

- Other Program Coordination as needed, including assisting with Camp Brilliance and Training Institute workshops when time allows, implementing program evaluation systems, and documenting all processes around programs
- **Community Outreach**
 - Work cooperatively with the Executive Director, Board, staff and volunteers to create a community understanding of the work and role of HGHW
 - Serve as staff liaison on applicable committees with Board and community members

Knowledge, Skill, and Abilities Desired

- Active desire to topple the patriarchy and call out white supremacy required.
- Sense of humor required.
- 3+ years experience working with youth in various settings including, but not limited to curriculum development, program facilitation, and evaluation (volunteer experience counts!) preferred.
- Experience and/or general comfort with learning new technology. We use Google Drive, Zoom, and Slack.
- Strong written and verbal communication skills with the ability to effectively communicate with diverse audiences (Board of Directors, community leaders, individuals, general public).
- Requires a high level of integrity, flexibility, teamwork, creativity, and planning.
- Basic understanding of women's and LGBTQ+ issues in Maine, feminist research, and strength-based programs is preferred.
- Ability to travel statewide as needed.
- Ability to work independently, demonstrated aptitude in self-directed performance and communication.
- Ability to adapt and grow with the position as the organization changes.

Additional Information

- This position is Maine-based, and the successful candidate can be located anywhere within Maine. The position will require in-person presence in the Portland, Waterville, and Orono areas for program delivery.
- When not delivering programs in person, the position could work remotely, in our Augusta office, or a combination of the two.
- This position will require work and travel around the state for program delivery, so a valid driver's license and access to a car is required. Travel reimbursement available.
- This is a full-time position (35 hours per week).
- Compensation is \$35,000 annually with an \$3,000 annual HSA stipend, flexibility in work hours, and generous paid time off.

Please submit a cover letter and resume to jobs@hghw.org with "Program Coordinator" in the subject line by June 30, 2022. No calls please. Anticipated start date of August 1, 2022.