



WOMEN'S RESOURCE CENTER

POSITION DESCRIPTION

Position Title: Girls Lead Program Manager

Reports To: Executive Director

Organizational Summary:

The mission of the Women's Resource Center (WRC) is to help women and girls successfully navigate life's transitions and inspire others to do the same. By providing resources, tools and support for today, we create hope for tomorrow. Each year, WRC provides services and support for more than 2,400 women and girls during periods of instability and transition through the Helpline, Girls Lead Program, Family Law Program, and Resource Coordination services.

Position Summary:

This salaried exempt position is expected to average 30 hours/week and is responsible for coordinating all aspects of the growing school-based Girls Lead program in addition to facilitating 12 school cohorts.

Essential Duties and Responsibilities:

- Serve as Facilitator for 12 school cohorts, leading the groups through the curriculum and its applications.
- Contract with, coordinate and support Girls Lead facilitators and volunteer assistants.
- Maintain necessary personnel records including current child abuse and state criminal background checks.
- Order and disseminate program materials including facilitator guides, t-shirts, participant materials, expense reports and program evaluations.
- Identify potential new schools and funding sources to expand the program.
- Coordinate with school staff to begin program each year, including guidance on participant selection.
- Receive and review weekly program summaries and photos.
- Receive and reconcile invoices and expense reports.
- Contribute to grant requests and reports.
- Update and revise program curriculum as necessary.
- Perform other duties as assigned

Experience

- Master's Degree Counseling, Social Work or related fields
- Clinical license in Commonwealth of PA or pursuing licensure
- Experience working with girls and in school settings.
- Supervisory experience.
- Experience in program coordination

The Women's Resource Center provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, gender identity or expression, sexual orientation, marital status, non-disqualifying physical or mental disability, or veteran status.

To apply, please send cover letter and resume to Cheryl Brubaker, Executive Director, at cbrubaker@womensrc.org by August 15, 2022.