

JOB DESCRIPTION

GIRLS INC. OF OMAHA

04/04/2023

Project Accelerate Coordinator

Job Title: Project Accelerate Coordinator

Reports To: Director of Programs

General Purpose: The Project Accelerate Coordinator will work as the college/career prep coach for Girls Inc. of Omaha and Lincoln. This position will help case manage students as they transition from high school to college and from college to the career field. The position will help Girls Inc. students develop skills, behaviors and habits that contribute to success in college and the career field. These may include academic and career goal setting, learning strategies, time management, organization, interview skills, accessing community resources, etc.

This position would allow Girls Inc. to maintain a closer relationship with alumni, provide guidance and services to students in need, and give college students (who are often facing independence for the first time) a safety net to increase their likelihood of graduation and long-term success.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Essential Functions

- Plan and implement teen/college program activities; ensure activities are carried out with specified objectives, outcome standards, and follow organizational policy and procedures.
- Purchase and track supplies.
- Case manage local scholarship recipients, teens and alumnae.
- Develop relationships with program partners.
- Assist with development and tracking of appropriate program outcomes.
- Build connections with professionals in the community with intent to establish mentor/mentee partnerships with students.
- Plan and deliver programming, including assisting with the logistics for alumnae.
- Track necessary paperwork, attendance, and other administrative functions.
- Participate in periodic assessment of own performance, develop own goals and objectives.
- Participate in trainings and other developmental/professional growth opportunities.

Marginal Functions

- Maintain regular attendance.
- Drive van or ride bus transportation when necessary.
- Available to attend local events to network and promote the organization and its programming and possibly facilitate presentations and workshops for girls and adults across the community.
- Assist with fund-raising activities as appropriate.
- Other duties and projects as assigned.

Position Details

- **Job Type:** Full-time
- **Salary:** \$22.29/hr
- **Schedule:** 40 hours/week
- **Hours:** Academic school year: 10 a.m. – 7 p.m., Monday - Friday, 40 hours per week. Summer: 9 a.m. – 6 p.m. Hours may include occasional evening and weekend work with scheduling to be mutually determined with your supervisor.
- **Overtime Status:** Exempt
- **Work Location:** Girls Inc. of Omaha, Katherine Fletcher Center, 2811 N. 45th St., Omaha, NE 68104

Education, Skills, and Experience

- Bachelor's Degree required.
- Successful case management and/or experience working in an educational setting.
- Must be at least 21 years old and possess a valid driver's license and be accepted as a driver by the Agency's insurance company.
- Excellent interpersonal and communication skills required.
- Strong writing skills.
- Knowledge of coaching and mentoring techniques.
- Strong analytical and problem solving skills.
- Strong organizational skills.
- Ability to balance multiple demands and effectively manage time and tasks.
- Ability to work with people of diverse backgrounds, races, ethnicities, countries of origin, religions, and sexual orientation.
- Ability to use Microsoft Office.

Equipment Use

- Computer
- Copier

Physical Requirements and Working Environment

- Must be able to sit/stand/walk for extended periods of time.
- Must be able to lift 15 – 20 lbs.

Background Check

Girls Inc. State daycare licensing requires a Child Abuse and Neglect registry check. In addition, Girls Inc. requires a criminal background check.

Diversity, Equity, and Inclusion Statement

Girls Inc. of Omaha welcomes all girls – regardless of race, color, religion, ethnicity, national origin, immigration status, sexual orientation, assigned sex at birth, gender identity or expression, or other differences.

We actively strive to create an anti-racist environment for girls and grownups and to promote a culture of inclusion where all people are free to bring their whole selves to work, play, volunteer, and learn.

We are **STRONG** because we have to be. Equity work isn't easy; it is uncomfortable.

There is no quick fix. We are committed to it.

We are **SMART** because we acknowledge that the work is ongoing and requires lifelong learning.

We are open and ready to learn.

We are **BOLD** because we are committed to walking the walk: we speak up and we act.

We are part of a movement for a more just and equitable future for the girls we serve and for all people.

Benefits

- 403(b)
- 403(b) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Family leave
- Professional development assistance
- Vision insurance

Send resume and cover letter to Amber Lewis, Director of Programs alewis@girlsincomaha.org