



of Los Angeles

POSITION ANNOUNCEMENT

JOB TITLE: Director of Programs, Girls Inc. of Los Angeles
REPORTS TO: Chief Program Officer
TYPE: Full-time, OT exempt
Annual salary - \$86,000
LOCATION: Los Angeles, California
Hybrid, on-site 3-5 times a week

ORGANIZATIONAL OVERVIEW

Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole-girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girl-positive, physically and emotionally safe, where there is a culture of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls.

POSITION OVERVIEW

Girls Inc. of Los Angeles has an exciting opportunity for an experienced and passionate Director of Programs to join our team. The Director of Programs will be instrumental in partnering with the Chief Program Officer to manage the Girls Inc. Program Team and network of Los Angeles Unified School District partner schools. A successful Director of Programs will oversee the implementation and effectiveness of the Girls Inc. Experience* on our school campuses by leading the Program Team as an influential leader, coaching and managing the Program Site Managers, and collaborating with school-based staff and community members. To be an effective program team member in this role, the Director of Programs must be comfortable working with, leading, and managing diverse teams, strategic and collaborative when engaging school and community partners, and creative when approaching their work.

**The Girls Inc. Experience refers to how our staff, youth, school stakeholders, and community members experience their interaction with Girls Inc. and school-based programs.*

PRIMARY RESPONSIBILITIES

Program Site Manager Experience and Management

- Supervise, coach, and develop Program Site Managers (PSM) with implementing the Girls Inc. experience on campuses
- Lead PSM team with people-first and people-centered management, ensuring a positive and effective work experience and environment
- Use restorative coaching and management strategies to ensure PSMs are meeting expectations
- Implement quarterly performance management meetings with direct reports
- Utilize weekly one-on-one meetings with direct reports to ensure quality Girls Inc. Experience programming is happening across all school campuses
- Establish systems to implement feedback to increase positive PSM experience and effectiveness
- Attend weekly programs to observe staff, assess effectiveness and provide support

Program Team Leadership

- Collaborate with Program Leadership Team to align on current program updates and future planning
- Partner with Program Services Director (PSD) to align on program curriculum priorities and needs
- Partner with Data and Operations Manager to leverage necessary data for program implementation
- Partner with PSD and Data and Operations Manager to effectively deploy program volunteers
- Organize Program Team meetings to promote community building and collaboration
- Conduct skip-level meetings with Program Facilitators once per semester
- Partner with Chief Program Officer to assess collaboration and partnership opportunities (field trips, guest facilitators, single session events, etc.) with organizations or community partners, further enriching the Girls Inc. experience
- Develop and facilitate training material necessary for professional development, people and partnership management, etc.

School/Summer Club Partner Relationship Management

- Establish and maintain mutually beneficial relationships with campus administrators and necessary stakeholders on campus (administration, office staff, other school-based programs, etc.), ensuring necessary conditions and resources are in place for successful program implementation
- Partner with Program Site Managers and Chief Program Officer to host a semester recap program impact discussion with school partners
- Partner with Chief Program Officer to oversee school “buy-back” conversations with school-based leaders
- *Summer Program:* Collaborate with partnering club leaders, organizations, and companies to organize logistics for effective summer program execution

Team Leadership, Collaboration and General Support

- Collaborate with Girls Inc. staff to support necessary events, initiatives, and projects
- Attend and/or lead staff skill development sessions
- Attend National trainings when provided

SKILLS REQUIRED

- Experience directly managing and coaching managers
- Ability to work on and lead diverse teams
- Analytical skills, logical thinking, problem-solving skills
- Time management and being self-directed
- Excellent communication skills
- Detail and solution-oriented, with strong organizational and planning skills
- Experience building and maintaining strategic relationships
- Experience working in schools preferred
- Non-profit experience preferred
- Bilingual in English/Spanish preferred

OTHER QUALIFICATIONS

- Bachelor’s degree or equivalent work experience preferred in education, psychology, social work or a related field
- Passionate about the Girls Inc. mission and values
- Committed to the values of diversity, inclusion and empowerment

BENEFITS

Full-time employees are eligible for all benefits, including vacation, sick days, and organization holidays. Benefits also include 401k with match, health and dental plan.

TO APPLY

Send your resume and cover letter to careers@girlsincla.org.