



Troop 6000 Support Specialist

GSGNY Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 25,000 girls of every race, background, and religion.

GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

- **The Leadership Institute** provides middle and high school-aged girls with 21st-century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change while equipping them to succeed in school and their future careers.
- **Troop 6000** is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.
- **Cybersecurity Programs** at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.
- **Anti-Racist and Anti-Bias Training:** We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings for both staff and volunteers.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation in which 100% of the girls we serve are growing up in an urban environment, we prioritize offering high-quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

Position Description

The Troop Support Specialist is essential for developing and executing impactful strategies to increase awareness of and monitor participation of members in Girl Scouts Troop 6000™. Is responsible for ensuring girls and volunteer troop leaders are properly registered and receive support that encourages them to continue participating in Girl Scouting even after moving out of the shelter and into permanent housing. S/he will be responsible for securing Girl and Adult volunteer participation through community cultivation, generation of leads, and relationship building. One of their main goals involve connecting girls to new Girl Scout troops in their new neighborhoods and various Girl Scout programming opportunities. They work collaboratively with other departments within the organization. S/he will create engaging presentations, hold in-person meetings, and work with volunteers, shelter staff, and community partners to assess the need of girls and families living in shelters across the five boroughs.

Responsibilities

The Troop Support Specialist will:

- Report to and work with the Troop 6000™ Senior Program Director to design and implement a comprehensive recruitment strategy tailored for girls and women living in shelter, as well as the community at large.
- Develop a process to connect girls who are moving/have moved out of shelter to local troops in their new neighborhoods. This is achieved through collaboration with volunteers, shelter staff, the Troop 6000 team, and other departments at GSGNY such as Membership and Programming.
- Cultivate strong relationships with community leaders, organizations, and businesses to support recruitment efforts to positively impact membership growth and the Girl Scout experience.
- Facilitate financial aid and other support for girls & families who have moved out of shelter. This involves connecting with their new troop leaders to establish a plan to cover any Girl Scout-related costs for Transition girls.
- Recruit and nurture new members; build volunteers' capacity by providing excellent customer service and being thoughtfully responsive to their needs.
- Travel to program sites; attend meetings in shelters and external community-based meetings during the workday and in the evening.
- Manage, track and synthesize Salesforce membership data to ensure strategic follow up and targeting.
- Report out on the number of girls and volunteers engaged in Troop 6000 on a monthly basis and track progress towards a successful transition from Troop 6000 to Community Troop.
- Assemble and mail out "Welcome Home" gift baskets for girls & families who move out of shelter. These baskets contain practical housewarming items, toiletries, and also Girl Scout branded items.

Qualifications

- 2 years' experience in youth and/or girls' empowerment programming.
- 2 years' experience in community engagement related to the duties described above.
- Working knowledge of social, economic, and political issues relevant to low-income communities, and trends in the field of homelessness, and girls' and women's empowerment.
- Knowledge of DHS/DSS, ACS, and DOE policies, protocols and resources.
- Proficiency in Microsoft Windows, Word, Excel, Power Point, and Outlook.
- Ability to build reports and track progress towards goals.
- Experience working with Salesforce a plus.
- Excellent verbal, written, and interpersonal communication skills.
- Ability and willingness to work collaboratively and effectively with others.

- Willing to travel locally and work some weekends with a flexible schedule.
- Bilingual English & Spanish preferred.

COVID Guidelines:

The health and safety of our staff, girls and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

The Girl Scouts of Greater New York Team is currently working in a team-specific, hybrid style with some employees working from the office and others working entirely remotely.

Compensation & Benefits:

- \$58-63K annual salary.
- Comprehensive benefits including options for health, dental & vision coverage, Flexible Spending Account/FSA, commuter benefits, 403(b) retirement savings plan with employer match, and generous PTO.

To Apply:

Please send your resume and cover letter to apply@girlscoutsnyc.org. Please include "Troop Support Specialist" in the subject line of your email.

Resumes submitted without a cover letter will not be considered. No phone calls, please.

The Girl Scouts of Greater New York are an Equal Opportunity Employer.

We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.