



Program Coordinator, Younger Girl Scouts

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 38,000 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.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, 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.

The Opportunity

As a key member of the Girl Leadership Experience Team, the **Program Coordinator, Younger Girl Scouts**, will support the planning, organizing, and implementation of the Girl Scouts of Greater New York's programming in the five boroughs for elementary-age school Girl Scouts under the program portfolios; Life Skills, STEM, Business & Entrepreneurship, and Outdoors.

Responsibilities

Reporting to the Program Director, Life Skills Portfolio, the **Program Coordinator, Younger Girl Scouts** will:

- Manage and support younger Girl Scouts programming, including seasonal peak programming in the various portfolios.
- Create, organize, and implement younger Girl Scouts badge days, Journey Days, and special events that support the recruitment and retention in a programmatic cycle membership year, securing a surge in defined KPIs.
- Implement and dynamically deliver in-person and virtual programming to younger Girl Scouts.
- Work with the Program Director and colleagues across the portfolios to create specific programming that supports retention strategies, including strengthening the volunteer communication and expanding their capacity to intentionally deliver the GSLE experience.
- Provide administrative support in organizing special younger girl initiatives and Girl Scout traditional annual events.
- Organize and implement in-person and virtual volunteer trainings, including distribution of promotional material, registration, confirmations, and preparation of materials for temporary staff, short-term volunteers, and experienced troop leaders.
- Manage, purchase, and distribute all event-related materials and supplies to the designated sites throughout New York City locations of scheduled program events.
- Research national program strategies and trends to enhance and develop Girl Scout program materials for events that reflect and are responsive to the identified needs of elementary school-age Girl Scouts.
- To work with diverse volunteers and committees to assist in the delivery of council-sponsored programs and articulate Council policy and program procedures to expand efforts of growing programming for younger Girl Scouts.
- Provide administrative support to the Program Director, Life Skills Portfolio, and all its programming.
- Provide excellent customer service
- Function as a team member to help achieve Council goals and objectives.
- Interpret and support GSUSA and Council policies and standards.
- Other duties, as assigned.

Qualifications

- Bachelor's degree or equivalent work experience
- 2+ years of relevant experience
- Strong personal commitment to the Girl Scout mission and vision
- Demonstrated ability to work with culturally diverse communities
- Experience working with volunteers a plus
- Excellent verbal, written, and interpersonal communication skills.
- Exceptional attention to detail, demonstrated ability to manage multiple responsibilities and deadlines; perform well under pressure.
- Ability to design relevant and responsive programs for girls that reflect the values of the Girl Scout movement.
- Ability to manage time, work independently, provide customer service, and handle several projects at once.
- Excellent presentation and facilitation skills and ability to interact effectively with youth, school administrators, and corporate volunteers.
- Ability to commit to a flexible work schedule and to travel throughout the five boroughs.
- Computer-literate, with knowledge of Microsoft Office applications, Dropbox, social media, and other web-based applications.
- Knowledge of Salesforce marketing cloud a plus
- Knowledge of grant reporting a plus

Compensation & Benefits

- \$45,000 - \$50,000 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

APPLY Here: <https://gsgny.applytojob.com/apply/2qdG4alwj4/Program-Coordinator-Younger-Girl-Scouts>

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

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.

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.