



## Program Coordinator, Highest Awards

### The Opportunity

As a key member of the Life Skills and Highest Awards team, the **Program Coordinator, Highest Awards** will support the planning, organizing, and implementation of the Girl Scouts of Greater New York's Highest Award program in the five boroughs. They will manage the awards process and organize events for Girl Scouts in grades 4-12th that create a path for the Highest Awards. The position will work closely with the Highest Awards Volunteer Committee.

### 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.

## Responsibilities

Reporting to the Program Director, Life Skills and Highest Awards, the **Program Coordinator, Highest Awards** will:

- Manage and support the Bronze, Silver, and Gold Award process including developing content and delivering training—and recruiting and supporting Girl Scouts in order to successfully secure a surge in Highest Awards Candidates.
- Create, organize, implement, and deliver Highest Award Girl Scouts one-day programs and leadership trainings for 4<sup>th</sup>-12<sup>th</sup> graders that support the recruitment and retention in a programmatic cycle membership year—in person and virtually.
- Work with and support the Highest Award Committee, short term volunteers, troop leaders and Program Facilitators to provide Girl Scouts with leadership trainings and pre-requisite opportunities to earn the related recognitions and support their path to the highest awards.
- Lead administrative support in organizing annual ceremonies for highest awards.
- Maintain consistent communication with membership and stakeholders about the Highest Awards process and updates throughout the year.
- Work with the Program Director, Life Skills and Highest Awards, and colleagues across the portfolios to create specific highest awards pathways and strategies, securing a surge in defined Highest Awards KPIs.
- Provide administrative support in organizing special older girl initiatives and Girl Scout traditional annual events.
- Organize and implement in person and virtual volunteer trainings, including distribution of promotional material, registration, confirmations, preparation of materials for temporary staff, short term volunteers and experienced troop leaders. Strengthening the volunteer communication to intentionally deliver the GSLE experience
- 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 highest awards program materials, that reflect and are responsive to the identified needs of upper elementary, middle. and high school age Girl Scouts.
- To work with diverse volunteers and committees to assist in the delivery of council-sponsored programs or trainings that articulate Council policy and highest awards procedures, to expand efforts of growing highest awards in our council.
- Provide administrative support to the Program Director, Life Skills and Highest Awards and all team programming.
- Step in to provide administrative and programmatic support on the Life Skills and Highest Awards and program team.
- 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

- Combination of Education and related experience – at least 2 years
- 2+ years of relevant experience with middle and high school age girls
- 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 communications 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

- \$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

## TO APPLY:

Please send your resume and cover letter to [apply@girlscoutsnyc.org](mailto:apply@girlscoutsnyc.org). Please include “**Program Coordinator, Highest Awards**” in the subject line of your email. The Girl Scouts of Greater New York has a hybrid working policy in place.

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.