



## PROGRAM SPECIALIST JOB DESCRIPTION

**Position Title:** Program Specialist

**Category/FLSA Status:** Full-Time, Exempt

**Supervisor:** Senior Program Director – College and Career

**Supervises:** Program Facilitators, Interns, and Volunteers

### **Position Summary:**

The Program Specialist is responsible for providing academic coaching, life skills, program development, facilitation, and reporting of all activity in assigned program area. Additionally, this position will supervise Program Facilitators, interns, and volunteers in their assigned program area. This position is roughly 60% program and 40% administration.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### **Program Development:**

- Utilize agency resources to develop coordinated, effective programs.
- Assess program periodically to ensure relevancy.
- Build community contacts to expand agency services.

### **Program Implementation:**

- Facilitate agency-approved programs as assigned.
- Explore students' changing interests and developmental needs to stay informed of changes.
- Meet periodically with parents to explain programs and keep them updated on students' progress; inform them of their students' concerns and needs; encourage family involvement.
- Coach students individually or collectively; make referrals as needed.
- Stimulate interest and enthusiasm within the community for program; explain agency programs to interested individuals and groups.
- Initiate and cooperate in inter-agency collaborative efforts; serve as an advocate for participants.
- Communicate with teachers, school personnel, and counselors regularly.
- Facilitate speaking engagements when assigned.
- Lead special projects and initiatives as assigned.
- Meet or exceed programmatic goals and deadlines as set by agency leadership.
- Submit accurate and timely reports.

### **Reporting:**

- Complete weekly, monthly, and quarterly reports as assigned.
- Collect agency-required paperwork on program participants to show impact.
- Collaborate with leadership on grants proposals and reports.
- Inform supervisor and other necessary staff of problems, concerns, needs, and trends.

**Staff and Volunteer Supervision:**

- Supervise assigned Program Facilitators.
- Ensure staff are trained, prepared, and monitored for quality performance.
- Conduct performance evaluations and oversee professional development of assigned staff.
- Utilize volunteers in program delivery; ensure volunteers receive appropriate training.

**Agency Mission and Goals:**

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

**Related Agency Activities:**

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

**Minimum Qualifications:**

- Bilingual in Spanish Preferred
- Bachelor's degree, with courses in social work, education, psychology, and/or sociology; special consideration may be given for equivalent experience and personal qualifications in lieu of degree.
- Work experience in youth services or related field, which includes some experience in supervision, administration, curriculum and program development, and community relations.
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work.
- Ability to communicate with youth and foster their involvement and participation in program planning, problem solving, and decision-making.
- Ability to develop, implement, and coordinate multi-faceted programs that are responsive to participants' needs and interests.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Knowledge of Microsoft Office programs.
- Ability to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

**Preferred Qualifications:**

- Master's degree in related field.

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is typically performed in an office or classroom setting, and may involve standing, stooping, bending, and walking. However, the agency will make accommodations when necessary. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**To Apply:** Submit cover letter and resume to Monica Ordonez at [mordonez@girlsinctarrant.org](mailto:mordonez@girlsinctarrant.org).