

Job Title: Community Initiatives Coordinator

Location: Newark

Department: Program

Reports To: Associated Director of Program

FLSA: Exempt X Non-exempt

Position Summary

The Community Initiatives Coordinator provides programming to targeted school and community organization locations across the council footprint. The Community Initiatives Coordinator works cross-functionally with the rest of the Program Team as well as other departments to ensure achievement of the goals of the Community Initiatives are met and that participants are given a robust experience in Girl Scouting.

Essential Duties and Responsibilities

- Establishes strong relationship with Site Coordinators for schools and community partners to ensure scheduling of programs throughout the membership year.
- Facilitates 6–8-week program sessions at site locations and handles all administrative components including flyering, permission form collection, uniform opt-in and ordering, etc.
- Maintains contact with Girl Scout participating in Girl Scouts by Mail, sending monthly/bi-monthly activities.
- Works with Associate Director of Program to ensure Community Initiatives membership goals are being met.
- Works with Data Management Associate to ensure all program participants have valid GSUSA memberships.
- Serve as mentor for site volunteer, should there be someone taking over site programs.
- Supports site locations and the Product Program Team to ensure timely processing of orders, receipt of money, and cookies sold.
- Maintains and orders program supplies, participant uniforms, as necessary, according to established guidelines.
- Provides assistance and support to fellow Program Team efforts, Council-sponsored events and community events as requested.
- Works with Associate Director of Program to develop position descriptions for volunteer facilitators.
- Supervises, supports, and trains volunteer facilitators.
- Performs duties as assigned.

Competencies and Areas of Expertise May Include

- Oral and Written Communication abilities (i.e. In person, verbal, written, and/or phone); expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls, volunteers, and staff.
- Project Management – demonstrated ability to coordinate multiple projects while managing conflicting priorities and deadlines and formulate short- and long-term project goals, objectives, schedules, and priorities in line with council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; has ability to coordinate multiple projects while managing

conflicting priorities and deadlines; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-to-day administrative tasks.

- Judgment and Decision-Making - recognizes when immediate action is required; recognizes when sufficient information has been obtained to make a decision; makes decisions where appropriate or refers decisions to the appropriate organizational level; makes decisions without undue delay.
- Marketing Knowledge - has demonstrated knowledge of the basic principles of marketing (for example, market identification and segmentation, interpretation and use of market data). Demonstrates comfort in presenting the value behind solutions in a way that resonates with what is most important to the potential members/customers of the organization.
- Team-Building - knows team-building techniques and processes; collaborates with others to create optimal solutions; fosters a commitment to a team approach to work; promotes partnerships between work units; collaboratively defines boundaries and outcomes of work responsibilities; shares information with others; recognizes and rewards team accomplishments; shares decision-making responsibility with team members.
- Customer Responsiveness - seeks and acknowledges the views and ideas from customers; identifies, prioritizes, and balances customer issues; takes time to answer questions and explain decisions; follows through on commitments to customers in a timely manner; maintains a commitment to continuous improvement.
- Technical computer skills in Sales Force (CEI - Volunteer Systems), Microsoft Office including Word, Excel, Outlook, customer relationship management systems, and social networking.
- Budget Administration - understands and applies budgeting principles to accurately prepare, integrate, and report on project and/or operational budgets.

Physical Demands

- Must be able to work both in an office setting, and independently, and capable of lifting 25 pounds.

Direct Reports

- None

Travel

- Approximately 40% travel

Education or Experience

- Bachelor's Degree in education or a degree from an approved college or university with combinations of education and experience that demonstrate the ability to perform the duties of the position may be considered.
- Prior experience in program design, development, people management, event planning, outcomes-driven program planning, or other relevant are preferred.

The Following Requirements Apply to All Positions

- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained. While all jobs involve dealing with stressors, the stressors may vary job to job.
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require, handling more than one task concurrently and, easily adapting to new assignments, systems, and processes.
- Possess a valid Driver's License and have regular access to a reliable vehicle
- Must be able to work both in an office setting and independently and capable of lifting 25 pounds.

- While all these continuing responsibilities apply to all jobs in Girl Scouts, the specific ways in which they apply vary from job to job.

Exposures and Environment Conditions: None