



Job Description: Director of Programs
Prepare to make at least a 2-year commitment

Girls for Gender Equity (GGE) is an intergenerational, grassroots organization committed to the physical, psychological, social and economic development of girls and women. Through education, organizing and physical fitness, GGE encourages communities to remove barriers and create opportunities for girls and women to live self-determined lives.

GGE targets New York City public schools based in underserved communities of color as sites to mobilize and collectively work toward gender, race and class equity. GGE is the umbrella organization for three core programs and multiyear campaigns -- Community Organizing, Urban Leaders Academy and Health and Fitness. GGE has established a dual approach to grassroots organizing and direct service that develops youth leadership and strengthens resources within the communities we serve.

As our organization continues to grow, we are seeking a full-time Director of Programs with a Masters of Social Work, who firmly believes in feminist/womanist theory, to join the senior management team and assist in the effective delivery of programs and services. The ideal candidate will provide day-to-day management and operational support to the Executive Director to execute the organization's mission and vision.

Required Qualifications and Experience:

- **Masters of Social Work (MSW) with 2-3 years of management and program development experience.**
- **Seminar in Field Instruction (SIFI) certified.**
- 3 - 4 years of experience working directly with youth and/or community development or grassroots organizations.
- Experience with evaluation or participatory action research.
- Excellent written and verbal communication skills.
- Excellent supervisory, organizational and training skills.
- Ability to multi task while maintaining a tremendous attention to detail.
- Ability to work independently and within a multi-disciplinary team.
- Community organizing/political advocacy experience a plus.

Duties and Responsibilities:

Management and Administration

- Develop, implement and manage effective internal operational systems for programs.
- Effectively align program staff support and operations with long-term agency goals and expectations.
- Provide clinical and administrative SIFI supervision of Masters level social work interns.
- Foster a team-oriented, supportive, accountable work environment at GGE.



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- Develop new program ideas and work with teams to implement and carry out programming related to health, social work, education, employment, and community organizing.
- Represent GGE at local events, community gatherings, workshops, trainings and to community leaders, local politicians, and community-based organizations.
- Work with the Executive Director to develop and evaluate organization strategy.
- Present programmatic elements of GGE in a compelling manner to prospective funders and other supporters.

Program Management and Evaluation

- Oversee program operations and lead staff in monthly and long-term program planning.
- Evaluate program effectiveness to move closer to its mission while ensuring the agency's ability to anticipate changing client needs and effectively respond.
- Assist in developing strategies to engage young people and organizations in the programs and services offered by GGE.
- Supervise program staff and program implementation.
- Provide hands-on supervision, coaching and professional development workshops for staff.
- Use creative and critical thinking to improve existing programming.
- Lead efforts to establish and maintain sound working relationships with agency partners.

Core Competencies

- Ability to effectively communicate and build relationships with a wide variety of constituents including youth, parents, health and human services professionals, teachers, and school leaders.
- Ability to handle a variety of projects and assignments at once, managing time well, and asking for support when needed.
- Ability to work independently and as a team member.
- Use creative and critical thinking to improve existing programming.
- Familiarity with the New York City Public School system community preferred.

Compensation and Benefits: Compensation is competitive and commensurate with experience including full health care benefits and paid vacation.

The candidate must be prepared to make at least a 2-year commitment to this position.

How to Apply: Email a cover letter and resume to ins@ggenyc.org with Director of Programs in the subject line- No phone calls or faxes will be accepted. Learn more about GGE at www.ggenyc.org.

Girls for Gender Equity (GGE) is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ applicants.