JOB POSTING

Girls Inc. of Lynn delivers life-changing programs that inspire girls to be strong, smart, and bold. Our research-based curricula, delivered by trained professionals, equips girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Girls Inc. of Lynn is an independent affiliate of the national Girls Inc. organization, the nation’s leading expert on issues affecting girls and young women. Girls Inc. of Lynn seeks a Program Specialist for an exciting position: to lead the development, and implementation of Project Bold, a cutting-edge curriculum designed to provide girls the opportunity to talk about violence issues at school and among peers, in their communities, and in their families. They also learn what they can do to be safer and how to engage with adults and peers to support their safety.

The successful candidate possesses excellent oral and written communication skills, and ability to work with persons from a variety of backgrounds. Candidate must also be a strong advocate for women and girls, have a keen awareness of and celebrate the vast cultural experiences of Boston girls.

Key Responsibilities:
- Plans and conducts special interest group/activities for girls 5-13 years of age.
- Assists with program planning with other staff members.
- Keeps supervisor informed of problems, concerns, needs, trends, and unusual activities.
- Maintains accurate class records.
- Participates in staff meetings and trainings as requested.
- Organizes and maintains assigned work area.
- Upholds and enforces Center rules and safety regulations.
- Assists with program transportation service
- Carries out other responsibilities as assigned.

Qualifications:
- Minimum 2 years of experience working with school aged youth from under-resourced communities
- A self-starter with the ability to lead teams and foster cooperation
- Classroom management experience and/or experience facilitating girls groups strongly preferred
- Skilled in communicating and collaborating with school administration and staff and families
- Effective problem-solving and conflict resolution skills with girls and adults
- Ability to “pivot” and respond appropriately and with a sense of urgency in critical situations
- Demonstrated ability to identify needs and develop relevant programs
- Ability to maintain an inclusive work environment, respectful and supportive of all communities

Benefits:
- Paid holidays

Salary:
- $16/hour

Applications/resumes accepted via email at isolano@girlsinclynn.org

For more information, contact Ivanna Solano at (781) 592-9744 ext. 258 or e-mail isolano@girlsinclynn.org

GIRLS INCORPORATED OF LYNN IS AN EQUAL OPPORTUNITY EMPLOYER