

**JOB TITLE:** Youth Empowerment and Engagement Coordinator

**REPORTS TO:** Director of Programs

**JOB TYPE:** Hourly; 20 to 30 hours per week

**DESIRED START DATE:** 12.01.20

### **FUNCTION AND PURPOSE OF POSITION**

The purpose of this position is to assist in the development, coordination, and implementation of programs designed to support YWCA Greater Charleston's mission to eliminate racism and empower women, particularly in assisting in the implementation and evaluation of programs designed to educate and empower youth and young women engaged in YWCA.GC programs to include Y Girls Code and SheStrong. The coordinator will also maintain YWCA.GC's presence in the community by attending and/or representing the organization on committee's work groups and partnership commitments that support its advocacy efforts.

### **QUALIFICATIONS**

- Bachelor's degree in women and gender studies, social work, public administration, or a related field
- A minimum of 1-3 years of experience in program coordination and compliance or an equivalent combination of education or experience
- Experience in workshop facilitation and delivering presentations to groups
- Ability to work and communicate with diverse populations
- Strong interpersonal and organizational skills
- Experience developing or coordinating projects centering on women's issues is a plus
- Grant management and/or compliance experience is desired
- Training and/or experience in information technology is an added value

### **RESPONSIBILITIES**

The following list of responsibilities is not meant to be all-inclusive and may be adjusted to meet program needs:

- Provide program coordination and oversight
- Provide opportunities for interns and volunteers
- Participate in policy and program development
- Develop methods and procedures for program implementation and evaluation
- Analyze data and prepare required progress reports
- Monitor project grant performance and compliance
- Establish and maintain relationships with YWCA.GC partners
- Organize and facilitate workshops and training classes
- Enable YWCA.GC communications by providing program and event information and photos to marketing executive
- Other duties as assigned by the executive director or director of programs

To apply for this position, please send your resume and cover letter to Tina L. Singleton, Director of Programs, at [tsingleton@ywca-charlestonsc.org](mailto:tsingleton@ywca-charlestonsc.org).



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