



317 E. Call Street  
Tallahassee, FL 32301  
(850) 222-2747

Michelle Gomez, Executive Director  
Michelle.Gomez@TheOasisCenter.net

## JOB DESCRIPTION

<b>Position Title</b>	Girls Empowerment Program Coordinator
<b>Reports To</b>	Executive Director
<b>Supervisory Role</b>	Yes
<b>Employment Type</b>	Full-time, Exempt, Salary
<b>Work Schedule</b>	40 hours/week. Generally, weekdays between 8am and 6pm, though some weekends and evenings may be required.
<b>Class/Wage</b>	Class III \$25,000 - \$35,000 per year

### ABOUT OASIS

The Oasis Center for Women & Girls is a nonprofit organization focused on improving the well-being of women and girls. Programming is strengths-based, inclusive, accessible, and affordable. Founded in 2007 to fill a gap in gender-centered services, the Oasis Center staff and board strive toward a community where women and girls thrive at every stage of life.

### POSITION SUMMARY

The Girls Empowerment Program Coordinator is responsible for operation of group support and day camp programs for girls 5-18, which are executed in support of the organization's mission, goals, and objectives. The position performs functions central to the organization's success, and requires an organized, enthusiastic, and creative approach to the associated responsibilities.

#### Girls Circle / Girls for Change

- Plans and executes Girls Circle programming, an evidence-based and nationally recognized social-emotional learning curriculum for girls ages 8-18. Serves as primary facilitator for fall and spring group sessions.
- Plans and executes Girls For Change programming, an original-content curriculum designed to support social justice awareness and impact project development for girls ages 14-18. May serve as primary facilitator for fall and spring group sessions.
- Ensures delivery of culturally-relevant material and updates curriculum content as needed.
- Ensures appropriate data collection and compliance with program evaluation measures.
- Pursues and maintains relationships with service site contacts.
- Recruits and manages facilitation staff, which may include interns and volunteers.
- Pursues and maintains internship source relationships.
- Sets and manages schedules for program staff and service delivery.
- Pursues and maintains network of human service partnerships.
- Plans and delivers training components for program staff.
- Ensures safety of program participants and complies with reporting requirements.
- Works closely with Executive Director to monitor, manage, and improve program delivery.
- Represents the Oasis Center and the Girls Empowerment Program at outreach events.

#### Girls Can Do Anything! Day Camp

- Plans theme-based day camp activities for girls ages 5-13, related, but not limited, to self-confidence, non-traditional career paths, and exposure to leadership by local women.
- Pursues and maintains relationships with vendors, guest speakers, and other persons as needed to ensure successful execution of camp activities.
- Ensures delivery of culturally-relevant material and updates curriculum content as needed.
- Recruits and manages camp staff, which may include interns and volunteers.



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- Sets and manages schedules for program staff and service delivery.
- Plans and delivers training components for program staff.
- Manages relationships with parents and caregivers.
- Ensures appropriate data collection and compliance with program evaluation measures.
- Ensures safety of program participants and complies with reporting requirements.
- Works closely with Executive Director to monitor, manage, and improve program delivery.
- Works closely with Communications & Events Coordinator to support participant and sponsor recruitment.
- Other related duties as needed.

## **SKILLS, KNOWLEDGE, AND QUALIFICATIONS**

### ***Required***

- Minimum education and professional skill: Bachelor's degree in Social Work, Psychology, Education, or related field; or post-secondary degree and equivalent field experience.
- Experience working with children and/or adolescents of diverse populations in school, camp, and/or social work setting.
- Minimum functional knowledge of Microsoft Office and Gmail.
- Excellent verbal and written communication skills, including interpersonal communication.
- Excellent organizational and planning skills.
- Commitment to delivery of quality work products.
- Current Florida driver's license, and clean three-year driving history.
- Eligibility for Level 2 background screening.

### ***Preferred***

- Experience data collection, evaluation procedures, or coursework in research methods.
- Experience in supervisory role.
- Knowledge of Conscious Discipline methods.
- Knowledge of trauma-informed care methods.
- Proficiency in self-directed work and effective teamwork: Works quickly, accurately, and effectively, alone and in collaboration with others.
- Willingness to learn and take direction. Confidence to ask pertinent questions and contribute ideas.
- Personal interest in support and celebration of women and girls.
- cursory knowledge of Oasis programs and history.

## **WORK ENVIRONMENT/REQUIREMENTS**

- Fast-paced and demanding. Mostly quiet but can get loud during camp sessions. Must be able to handle potentially stressful situations effectively, and maintain progress on multiple projects concurrently.
- Must be able to perform assigned duties, navigate stairs, and lift up to 50 pounds.

## **BENEFITS**

- Medical insurance coverage.
- Paid time off and flex time, according to policy.
- Paid training opportunities, as available.

## **TO APPLY**

Submit cover letter and resume with references to [Admin@TheOasisCenter.net](mailto:Admin@TheOasisCenter.net), by Wednesday, October 24, 2018.