



Job description for Program Coordinator at DemoChicks

Job Title: Program Coordinator

Location: Long Beach, CA

Reports To: Board Chair, Executive Director in the future

Demo Chicks Mission:

DemoChicks is a non-profit 501(c) organization dedicated to empowering and enlightening young girls, particularly those from underrepresented backgrounds and geographic areas, to explore and pursue careers in the construction, engineering, environmental, and demolition industries. The mission of Demo Chicks is to knock down barriers and provide opportunities for young girls to explore and excel in nontraditional fields.

DemoChicks Program Coordinator Job Overview:

DemoChicks is seeking a dedicated and passionate Program Coordinator to join our Long Beach team. The Program Coordinator will play a crucial role in the planning, implementation, and management of our educational and empowerment programs for girls at elementary and secondary schools (including K-12 plus college level). This role requires a strong commitment to our mission and the ability to work collaboratively with team members, Board Members, volunteers, and partner organizations such as Long Beach Unified School District and Long Beach City College.

Day to Day Responsibilities:

- Assist with planning and coordination of programs and their activities
- Monitor implementation of program policies and practices
- Work to keep programs on schedule, within stated budgets and functioning smoothly
- Support program growth and development as necessary
- Coordinate program communications
- Manage work assignments, workloads, and work schedules
- Administer or oversee fund raising operations for programs as well as community outreach
- Oversee the program budget, including tracking billing, payments, and other financial transactions
- Coordinate interactions/relationships between staff, clients, administrators, and all other program stakeholders
- Schedule and organize program-related meetings and events
- Provide updates to the Board and Executive Director during monthly meetings
- Oversee the use of technology for program operations, such as video conferencing technology, presentation software and other communications technologies, for instance
- Create and maintain program records, reports, presentations, and proposals
- Facilitate positive relations between the program team, the public, the media. other departments within the organization, and all other involved parties.
- Manage marketing and communications (media relations, social media)

Work activities are outlined below.

1. Program Planning and Content Development:

- Work closely with the Executive Director to design and develop programs that align with Demo Chicks' mission and objectives.
- Identify and assess the needs of the target audience (young girls) to ensure programs are relevant and effective.
- Create program materials, curricula, and resources, ensuring they are engaging and educational.

2. Program Implementation:

- Coordinate and oversee the execution of program activities, including workshops, events, and mentorship initiatives.
- Recruit and coordinate volunteers, instructors, and guest speakers with subject matter expertise in the chosen program activity.
- Manage program logistics, including scheduling, venues, and materials.
- Collect feedback on the program content and any recommended changes or improvements.

3. Participant Engagement:

- Build and maintain relationships with program participants and their families, ensuring they feel supported and informed.
- Monitor the progress and well-being of program participants and address any challenges they may encounter.

4. Data Collection and Evaluation:

- Collect and maintain data related to program participation, outcomes, and impact.
- Collaborate with the team to evaluate program effectiveness and make improvements based on feedback and data.

5. Outreach and Partnerships:

- Collaborate with local schools, community organizations, and partners to expand the reach of Demo Chicks' programs.
- Promote programs within the community and recruit participants.

6. Fundraising and Grant Support:

- Assist with fundraising efforts and grant applications to secure funding for program initiatives.
- Keep accurate records of program-related expenses and budgets.

7. Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in a relevant field (e.g., education, social work, non-profit management).
- Strong commitment to gender diversity and equity in nontraditional fields.
- Two years' experience working with youth, preferably in an educational or mentorship capacity.
- Excellent communication, organization, and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office applications, basic data management tools (excel).
- Cultural sensitivity and an understanding of the unique needs of diverse communities.
- Strong written and verbal skills
- Ability to innovate and problem solve

Working Conditions and Physical Effort

- Program Coordinator may be required to transport, lift, and carry up to 10 pounds of supplies for program implementation to program work sites.
- No or very limited exposure to physical risk.
- Work is performed remotely, at the participant location or Demo Chicks office.
- Access to transportation for local travel to participant sites is required.

Application Process:

Interested candidates should submit a resume, a cover letter outlining their qualifications and commitment to Demo Chicks' mission, and at least two professional references, and salary requirements. Please send your application to demochicks@demochicks.org with the subject line "Program Coordinator Application - [Your Name]."

Demo Chicks is an equal opportunity employer and encourages candidates from all backgrounds to apply.