

Girls EMpowered (GEM) Manager

Reports to the Director of Community Impact

Full time, exempt, 37.5 hours per week

Salary Range: \$47,000 - \$52,000

A generous benefit package includes vacation, holiday and PTO leave, health, dental and life insurance, and a SEP retirement plan.

Overview: The Girls EMpowered (GEM) program provides high quality, out-of-school programming for 5th and 8th grade girls at schools in Henderson County. GEM is a weekly after-school program that United Way of Henderson County (UWHC) has created in close collaboration with public school administrators and teachers. The purpose of GEM is to provide safe, enriching spaces for girls with activities designed to boost self-esteem, confidence, and school readiness.

This role will manage GEM programming in cooperation with school staff, guest speakers, UWHC, and other stakeholders, and implement and expand GEM programming. Each GEM session uses a particular character trait or topic as a theme, such as empowerment, confidence and inner beauty, perseverance, and enlightenment.

The GEM Manager will be key to expanding GEM programming from its current 9 locations to a total of 12 locations. The GEM Manager position is integral to GEM reaching 900 girls over 5 years!

Main Duties:

- **Management and Coordination of GEM programming**
 - Serve as a primary UWHC staff liaison with GEM Facilitators and other relevant school and partner agency staff.
 - Support the implementation of GEM curricular programming at all GEM schools
 - Manage and schedule guest speakers for GEM sessions throughout the year at all GEM locations.
 - Offer Women United members guest speaker and volunteer opportunities.
 - Manage logistics and the ongoing work of providing GEM to 5th and 8th grade girls during the school year at elementary and middle schools as well as with our partner group offering the GEM program over the summer.
 - Attend GEM sessions on a regular basis.
 - Plan GEM field trip itineraries and coordinate logistics with schools; attend GEM field trips.
 - Plan GEM graduation celebrations in coordination with each GEM location.

- **Expanding GEM to new locations**
 - Oversee the implementation of GEM in locations that have not yet offered GEM.
 - Meet with HCPS personnel and school administrators for advance planning to ensure a smooth rollout.
 - Conduct onboarding meetings to orient new personnel to the curriculum and administrative expectations.
 - Provide assistance with communication, coordination, and any needed UWHC financial support at GEM locations.
 - Build upon a network of potential guest speakers from UWHC's Women United membership as well as women from a diverse range of communities.

- **Other:**
 - Track and report expenses and gift-in-kind donations for GEM programming.
 - Track qualitative and quantitative metrics related to GEM.
 - Create program narratives and testimonials to provide content for grants, reports, and other marketing needs.
 - Other GEM duties as assigned.
 - Represent UWHC at internal and community events and speak on behalf of UWHC.
 - Manage GEM database and project timelines.
 - Assist with other United Way community impact initiatives and program tasks as needed.