

## **GEM Coordinator**

**Overview:** The Girls EMpowered (GEM) program provides high quality, out-of-school programming for 5<sup>th</sup> and 8<sup>th</sup> grade girls at schools in Henderson County. GEM is a weekly or bimonthly 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 coordinate with school staff, guest speakers, UWHC and its affiliate group Women United, and other stakeholders to implement and expand GEM programming. Each GEM session uses a particular character trait or topic as a theme, such as empowerment, confidence, inner beauty, perseverance, ambition, and commitment.

The GEM Coordinator will be key to expanding GEM programming from its current 3 locations to a total of 12 locations over three years. The GEM Coordinator position is brand new and will be integral to GEM reaching 900 girls over 5 years!

### **Main Duties:**

- **Ongoing coordination of GEM programming**
  - Serve as a primary UWHC staff liaison with GEM Facilitators and other relevant school and partner agency staff.
  - Coordinate and schedule guest speakers for GEM sessions throughout the year at all GEM locations.
  - Serve as primary coordinator with Women United and other United Way volunteers wishing to assist with GEM.
  - Coordinate logistics and the ongoing work of providing GEM to 5<sup>th</sup> and 8<sup>th</sup> 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.
  - Help plan and attend GEM field trips.
  - Assist in GEM graduation celebrations.
- **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.



- 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.
  - Represent UWHC at internal and community events and speak on behalf of UWHC.
  - Create and manage GEM database and project timelines.
  - Assist with other United Way community impact initiatives and program tasks as needed.

**Job Requirements:** Full-time, in-person work to take place 37.5 hours per week primarily during business hours; Travel throughout Henderson County

**Salary Range:** \$40,000 - \$45,000 with full benefits

**Language Requirements:** English fluency; English/Spanish bilingual proficiency preferred

**Reports to:** UWHC Program Manager

Submit cover letter and resume to [jobs@liveunitedhc.org](mailto:jobs@liveunitedhc.org) by December 31, 2023. No phone calls, please.

United Way of Henderson County is fully committed to assuring equal opportunity and equal consideration to all applicants. UWHC promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We welcome and encourage applications from those with disabilities and from underrepresented racial and ethnic groups.