

Program Lead – College & Career Job Description



Position Summary

The Program Lead – College & Career is responsible for implementing, coordinating, and facilitating Girls Inc. of Delaware’s high school and postsecondary leadership pipeline. This includes direct oversight of the High School Ambassadors (HSA) program and Project Accelerate (PA). The Lead establishes College Clubs, facilitates monthly workshops, coordinates internships, manages mentorship and scholarship access, and supports participants through individualized planning and community engagement.

The goal of Project Accelerate is to prepare girls, particularly those from underrepresented backgrounds, for the workforce and accelerate their pathways to leadership in their chosen careers. The Program Lead is responsible for ensuring girls develop the tools, networks, and experiences to thrive in college, the workplace, and beyond.

Primary Responsibilities and Time Allocation:

Facilitation and Program Delivery (30%)

- Facilitate monthly HSA and PA workshops across high schools and with college-aged cohorts
- Conduct cohort check-ins and individualized success planning
- Support and collaborate with part-time facilitator to facilitate program delivery
- Oversee session materials, attendance, evaluation forms, and student engagement tools

Mentor and Internship Coordination & Scholarships (20%)

- Coordinate and track mentorship connections between youth and adult professionals
- Manage GIDE annual scholarships
- Organize scholarship information sessions and college application support workshops
- Manage participant access to scholarship resources and college navigation tools
- Identify internship opportunities and place HSA and PA students in summer and seasonal internships
- Track internships and work-based learning outcomes

Career Exposure & Workforce Readiness (20%)

- Plan and implement workforce readiness training for high school and postsecondary girls
- Coordinate “Women Who Lead” luncheon for HS and PA participants
- Organize participation in initiatives like “Girls in Government” and job shadowing opportunities

Annual Events & Field Experience (25%)

- Coordinate planning for the Annual Girls Inc. Teen Con Overnight Trip
- Coordinate program calendars, annual milestones, and college/career event series
- Support the coordination of workplace site visits for PA and HAS

Team Collaboration & Data Reporting (10%)

- Provide support to part-time facilitators supporting HS and PA cohorts
- Document attendance, outcomes, and event data using Compass 360 and program trackers
- Report regularly to the Director of Programming on successes, needs, and impact

Communication, Storytelling, and Marketing Support (5%)

- Work with communications staff to share program success stories, photos, and updates
- Provide facilitators with tools for documenting impact and engaging families
- Contribute to monthly newsletters and donor reporting with meaningful program highlights

Additional Responsibilities

- Outreach and Recruitment
- Participate in meetings, trainings, and conferences to further professional development
- Complete all paperwork related to administrative responsibilities as required
- Other duties as assigned

Qualifications:

Required

- Bachelor's degree in education, college access, youth development, or related field, and/or 2+ years of experience in college and career readiness, leadership development, or youth facilitation
- Experience with internships, mentorships, and scholarship navigation
- Proficient in Microsoft Office, Google Workspace, and data platforms such as Compass 360

Preferred:

- Experience working with first-generation or historically underrepresented students
- Knowledge of trauma-informed and culturally responsive approaches
- Familiarity with Girls Inc. programming, principles, or systems

Work Environment

- Pay \$20 - \$25 hourly
- Full-Time / Non-exempt
- Hybrid
- Health/Dental Benefits
- Evening/weekend programming as needed
- 30% travel statewide

Print Employee's Name

Employee's Signature

Date

Print Supervisor's Name

Supervisor's Signature

Date