



Job Announcement

Position: Program Coordinator

Job Type: Part-Time*

Hourly Rate: \$25 / Hour

Start Date: July 1, 2020

**Transitions to full-time October 2020*

Who We Are

She Built This City is a 501c3 non-profit organization sparking interest in construction and maker trades for career choosing women and girls ages 9-17.

SBTC creates scalable impact by addressing the labor challenges & barriers at “all ages” of the life-cycle of women in construction & manufacturing through the following pillars:

1. **Explorer Girls (ages 9-12)** - 1-2 Day camps to introduce foundational concepts, Drill skills, hammer & nail projects, Drone inspections, 3D Printing, Coding
2. **Builder Girls Clubs (14-17)** - School and Community Based programming where girls learn how to frame, drywall, wire, roof, paint through 4 builds each semester. Girls learn how to use the computer to design & 3D printers to create prototypes. Girls participate in Field Trip & Shark Tank Challenge in every Club, each semester
3. **Women@Work Trade Circle (18+)** - Women focused Trade Circles Monthly, Trade Expos held twice/year, Scholarship Funds raised to benefit women entering Women@Work advanced trainings, apprenticeships &/or immediate hires w/mentor companies.
4. **Air Stream** - Mobile tool lab bringing hands on training concepts for youth in the community and workforce development opportunities for women entering the trades.

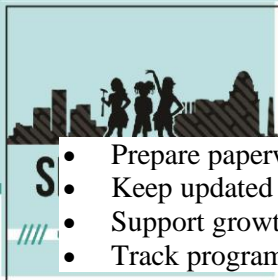
Role Description

We are looking for a self-starter who has experience in entrepreneurial environments to oversee the development and implementation of our program pillars. An excellent Program Coordinator will have strong relationship management skills, be detail oriented and able to complete tasks independently and with diverse teams of all ages. Experience in construction and the maker trades is preferred, but not required.

Responsibilities

- Support planning and coordination of 1-3 programs and its activities
- Lead train the trainer and community / school-based trainings
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external parties
- Schedule and organize meetings/events and maintain agenda
- Ensure technology and equipment are used correctly for all operations





- Prepare paperwork and order material
- Keep updated records and create reports or proposals
- Support growth and program development towards desired outcomes
- Track program metrics and measures of success

Qualifications

- Proven experience as Program Coordinator or relevant position
- Workforce development, youth programming or community development experience
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Tech savvy, proficient in MS Office
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- BS/BA in business administration or relevant field
- Driver's License / CDL (preferred)
- Must pass Background Check

Interested applicants should submit a resume and cover letter to latoya.faustin@shebuiltthiscity.org by Monday, June 15th.

