

GIRL SCOUTS OF CONNECTICUT

Position Title: Community Development Coordinator

Reports To: Director of Membership

Location: Hartford

POSITION SUMMARY:

This position coordinates the year-round development and delivery of Girl Scout outreach programs offered in non-traditional settings (including in-school, detention centers and collaborative programs) in the communities assigned. She/he is responsible for hiring, training and supervising the Membership Program Facilitators to carry out programs in underserved areas, ensuring that Girl Scout Program is made available to every girl. She/he is responsible for the community cultivation and partnership efforts in these communities. Bilingual preferred (Spanish/English).

MAJOR ACCOUNTABILITIES:

- Implements a menu of flexible plans to increase, retain, and serve girl membership-supporting the council's goals and AA/EEO commitment.
- Cultivates and promotes community partnerships and collaborations.
- Increases visibility and raises awareness of Girl Scouting in communities through networking activities, organizational memberships, booth displays and speaking engagements.
- Hires, trains, supervise, assess, and support Membership Program Facilitators under the supervision of the Membership & Marketing Manager.
- Organizes scheduling of programs and staffing needs.
- Works in partnership with Membership & Marketing Managers to recruit volunteers to assist in the staff led group transitions to the volunteer led troop
- Works in partnership with Membership & Marketing Managers to coordinate, assist and support family/community events.
- Promotes program resources available from GSUSA and council.
- Assists in the execution and assessment of the council's plan of work.
- Supervises and administers grant-funded programs.
- Creates and monitors budgets, including the purchases of bulk program supplies.
- Oversees the Food Bank Program, distribution of food and generates monthly reports.
- Supports and implements product sales in a non-traditional setting.
- Translation duties (Spanish/English) to support Latino Initiative Program.
- Other duties as assigned.

SKILLS AND COMPETENCIES:

The ideal candidate will possess a minimum of 2 years experience in a management position that includes the supervision of employees and budgeting/planning; proven organizational skills and strong written and oral communication skills. The candidate must have the ability to accommodate a flexible work schedule and be willing to travel in their region. Ability to work with a diverse group of staff and girls is a must. Key competencies for the Community Development Coordinator are knowledge/expertise in all matters relating to girl services; goal setting and achievement of stretch goals; conflict management.

EDUCATION:

Bachelors Degree, non-profit management or equivalent work experience.