

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

POSITION DESCRIPTION

POSITION: Program Specialist – Grants Programs

REPORTS TO: Manager, Program Services

PRIMARY AREAS OF WORK:

Ensures achievement of national program outcomes for girls by supporting volunteers to deliver an array of events, troop resources and leadership programs for girls in grades K through 12.

SPECIFIC DUTIES:

Develops and interprets program resources to support the Girl Scout Leadership Experience, meet Council operating goals, address needs of members, and comply with requirements for grant-funded programs.

Serves in an advisory capacity for other staff and volunteers concerning the development, implementation, and delivery of the Girl Scout Leadership Experience (GSLE) to girls. Knowledgeable on the contents of the *Girl's Guides to Girl Scouting* and the Girl Scout Journeys.

Responsible for creating and implementing surveys and other evaluation tools to collect data, and analyzing the quantitative and qualitative data collected to measure member experience and identify areas of success and opportunities for improvement. Plans for and participates in program evaluation, cost analysis and outcomes assessment of Council programs.

Responsible for tracking of deliverables and budget expenditures for multiple grants and ensures that program participation data including number served, geographic area, program level, and ethnic heritage are reported accurately and in a timely manner. Prepares or contributes to various Council statistical summaries, and narrative and financial funder reports.

Cultivates relationships with internal and external stakeholders, to include Council staff, current and potential funders, and volunteers. Leverages knowledge of the GSLE and Council goals to support the development department in pursuing opportunities which intersect content with funding.

Contributes to the Council's program sustainability by coordinating deployment of volunteers and part-time staff in executing grant-funded programming on key topics. Provides staff and volunteers with relevant trainings, and ongoing support through meetings, timely communication and creative problem solving.

Actively promotes the benefits of grant-funded opportunities to the Council's members, through the crafting of compelling promotional content. Provides up-to-date content for posting on

Council web pages, and produces print and electronic publications that share troop program opportunities and highlight partnerships.

Ensures that all programs are developed in keeping with Girl Scout health and safety, human relations, sensitive issues, and other guidelines, and that participation in program events is inclusive and representative of all jurisdictions within the Council.

Works with registration unit to accomplish on-time event registrations, confirmations, substitutions, and refunds related to Council programs.

Works collaboratively to achieve program department operating objectives. Provides professional and courteous customer service.

Performs other related duties and responsibilities as may be assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or equivalent work experience is required.
- Must be extremely organized and able to keep track of multiple projects simultaneously.
- Experience in volunteer management.
- Excellent verbal, written, and interpersonal communication skills, as well as comfort in public speaking.
- Proficient in Microsoft Word, Access, and Excel.
- Must have access to an automobile for travel throughout the jurisdiction.
- Must be able to maintain a flexible work schedule consisting of frequent evening and weekend meeting and events.

PREFERRED QUALIFICATIONS:

- Experience with grant administration, including grant writing and implementation.

08/2016