

## Girls Inc. of Long Island

### Program Manager, Leadership & College Success

**Position:** Program Manager, Leadership & College Success  
**Reports To:** Director of Programs  
**Supervises:** n/a  
**Location:** Deer Park Office, with regular travel throughout Nassau & Suffolk Counties  
**Job Type:** Full-time (35 hours/week)  
**Salary:** \$62,500

#### **Summary:**

Girls Inc. of Long Island inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole-girl development helps youth navigate gender, economic, and social barriers so they grow up healthy, educated, and independent. Learn more at [www.girlsincli.org](http://www.girlsincli.org)

The Program Manager, Leadership & College Success is responsible for the **development, coordination & facilitation** of programs that serve high school and college-aged girls, with a focus on three core initiatives: **Bold Future Leaders, Project Accelerate, and Alumnae Engagement.**

The Manager partners with staff, families, and community partners to prepare program participants for future success through comprehensive college, career, and leadership programming. This role ensures participants are equipped with the knowledge, tools, and support needed to succeed in high school & beyond.

Strong candidates have experience working with youth, a solid understanding of the higher education system/needs of college students, and strong administrative skills.

#### **Responsibilities:**

##### **Program & Alumnae Service Implementation, *approximately 30% of work week***

- Develop and facilitate curriculum for Bold Future Leaders, covering leadership, advocacy, college/career readiness, and life skills
- Oversee Project Accelerate recruitment and programming, including leadership development, mentorship, internships, and career exposure
- Manage alumnae engagement through outreach, mentoring, and workshops (Project Accelerate participants)
- Support high school program facilitators in strengthening post-secondary preparation
- Supervise students during field trips and special events

##### **College and Career Readiness Support, *approximately 30% of work week***

- Provide individual and small-group mentoring and guidance to alumnae and high school students on college, career, and personal development, while staying current on admissions requirements, scholarships, and emerging student needs.
- Support students in creating academic and career plans aligned with their strengths and interests.
- Plan and implement college and career exploration events, and connect students with businesses, professionals, and internship opportunities.

**Program Administrative Support**, *approximately 30% of work week*

- Maintain consistent communication with Bold Future Leaders participants & families
- Document meeting notes, attendance, reports & program records in timely and organized manner
- Contribute to development of policies, procedures, and documentation that support high school and alumnae programming

**General Support**, *approximately 10% of work week*

- Support the broader Program Department with day-to-day tasks and administrative needs.
- Assist with affiliate-wide events and special initiatives as needed.

**Qualifications:**

- Experience leading youth programs and engaging groups effectively
- Knowledge of post-secondary planning and mentoring/coaching
- Ability to build confidence, leadership, and personal growth in girls
- Strong written and verbal communication skills for youth, families, and professionals
- Commitment to Girls Inc.'s mission; ability to work independently and collaboratively
- Reliable transportation & valid driver's license for travel across Nassau and Suffolk Counties
- Bachelor's degree

**Compensation & Benefits:**

- Salary: \$62,500 annually
- Health Insurance: Employer contribution toward medical; voluntary dental and vision plans
- Retirement: 401(k) with employer contribution after one year
- Paid Time Off: 20 PTO days, 12 holidays (including Christmas–New Year's week), and sick time
- Additional Benefits: Long-term disability, flexible spending account options, and professional development support

**To Apply:**

Submit a brief letter of interest and resume to **Monica Kim, Interim Executive Director** at [mkim@girlsinlongisland.org](mailto:mkim@girlsinlongisland.org)

**Physical Requirements and Work Environment:** This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Long Island. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:** Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**Disclaimer:** The above statements describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this Class.