



Inspiring all girls
to be strong,
smart, and bold

Girls Inc. of the Valley
P.O. Box 6812
Holyoke, MA 01041

Tel: 413.532.6247

girlsincvalley.org

Program Director, School and Community Partners

SALARY RANGE: \$51,669 - \$60,320 (Full time/ Hourly)

SCHEDULE: Generally, Mon-Fri 8am-4pm/ 9:00am – 5:00pm

Come grow with us! Girls Inc. of the Valley is expanding, and we are seeking individuals who are enthusiastic about inspiring all girls to be strong, smart, and bold! Girls Inc. of the Valley is an independent affiliate of the national Girls Inc. organization—the nation's leading expert on issues affecting girls and young women.

GENEROUS BENEFITS:

- Health and Life Insurance: Option for 100% employer-paid for full-time employees, effective on your first day (for full time employees)
- Dental & Vision Insurance: Offered at an affordable cost.
- Generous Paid Time Off: Includes vacation, sick time, wellness days, holidays, and your birthday.
- Retirement Plan: Employer contributions with partial matching.
- Bilingual Pay Differential: \$1,000 for Spanish/English bilingual staff.
- Ongoing Staff Support: Regular appreciation events and professional development opportunities.

POSITION DESCRIPTION:

The Program Director – School and Community Partner Programs is responsible for the coordination and delivery of Girls Inc. programming during school hours, afterschool, and during school vacations at partner sites in Holyoke, Springfield, and Chicopee. This leadership role manages existing partnerships, cultivates new relationships with schools and community organizations, oversees curriculum and program implementation, and supervises a team of staff, interns and volunteers. The Director also plays a key role in the oversight and implementation of a major Department of Public Health (DPH) grant focused on comprehensive sexual health education.

QUALIFICATIONS:

- Commitment to Girls Inc.'s mission, vision, and advocacy goals.
- Bachelor's degree (or progress toward a degree) or equivalent professional experience in education, human services, or a related field.
- Minimum of 3 years' experience working with youth, with an understanding of the value of pro-girl programming.
- Demonstrated experience in supervising and leading a diverse team.
- Comfort facilitating programs focused on comprehensive sexual health.
- Proficient with Microsoft Office Suite and digital communication tools.
- Excellent communication skills—verbal, written, visual, and online.
- Valid driver's license for at least two years with a clean driving record.
- CPR and First Aid certification, or willingness to obtain upon hire.
- Bilingual (Spanish/English) highly preferred (eligible for \$1,000 differential).

TO APPLY:

Please submit your cover letter, résumé, and the names and contact information for three professional references to: Aleks Calloway, Program Administrative Assistant at acalloway@girlsincvalley.org.

Applications will be reviewed on a rolling basis, with priority given to those received by October 8. This posting will remain open until the position is filled.