



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

JOB POSTING: Girls Inc. of the Valley is expanding, and we are seeking creative, energetic individuals who are enthusiastic about inspiring all girls to be strong, smart, and bold!

Girls Inc. staff lead high-quality programs for Girls Inc. participants in our Eureka! Summer & College and Career Readiness (CCR), EEC Licensed After School Program, and in our school-based programs throughout Holyoke, Chicopee, and Springfield. Programs take place primarily during the summer months, school day and after-school hours. Some evenings and weekend hours will be required with advance notice. See below for specific position descriptions.

GENEROUS BENEFITS:

- Option for 100% employer- paid health and life insurance – coverage on the first day of employment for all full-time employees (30 + hours per week)
- Dental and vision insurance available at an affordable cost
- Generous Paid Time off -including Vacation, Wellness, Sick, Holidays and Birthday
- Employer retirement contribution partial match
- Up to \$1,000 differential for bilingual (Spanish/English) staff
- Regular staff appreciation events and professional development opportunities

Program Administration & Data Oversight Coordinator | 40 hours per week

The Program Administration & Data Oversight Coordinator provides comprehensive administrative and operational support to the Program Department, with primary responsibility for program data systems management, reporting, and data integrity. This role serves as the central point of coordination for participant data, internal reporting, grant-related data needs, and program operations. The Coordinator ensures accurate, timely, and compliant data collection and reporting across platforms including Compass 360 and Parent Portals, while also supporting day-to-day administrative, logistical, and cross-departmental functions.

QUALIFICATIONS:

- Passion for Girls Inc. Mission.
- 2 years' experience working in a summer program, out-of-school environment, early childhood development, school system or a related field.
- Successful completion of CORI and SORI.
- Ability to support and work with students with diverse backgrounds and abilities.
- Computer literacy including Microsoft Office (Word, Outlook, Excel, PowerPoint, Teams)
- Must maintain a valid driver's license. Position requires ability to drive program vans.
- First Aid and CPR certified, or a willingness to attend training.

TO APPLY: Submit a cover letter along with your résumé and the names and contact information of three professional references. Please also include your available start date in your application materials. All documents should be sent to Kim Colwell, kcolwell@girlsincvalley.org