

info@femergy.org



49 S. Grant Avenue
Columbus, OH 43215



614-653-8454



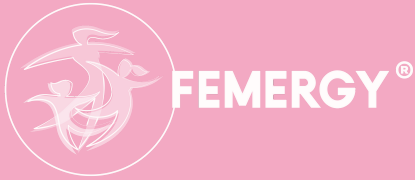
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Youth Program Assistant

Femergy® is recruiting for a Youth Programming Assistant. The Youth Programming Assistant is primarily responsible for contributing to the coordination and implementation of our GHRO Your Future and Chica Sports & Fitness programs. She/He is responsible for creating, enhancing, and implementing program curricula alongside the Program Manager; maintaining program records (application data, attendance, accomplishments, etc) to ensure timelines and deliverables are met; and connecting with community organizations and members to support the programs. She/He should have broad knowledge of equity as it relates to gender, class, and race, specifically as they relate to youth and Central Ohio communities.

Responsibilities:

- Work collaboratively with the Program Manager to design and enhance program curricula, create program schedules, timelines, and detailed goals for youth participants.
- Work collaboratively to coordinate and implement the day-to-day activities of the program.
- Work collaboratively to maintain and expand collaborative relationships between Femergy® and local schools, organizations, local government, etc.
- Coordinate volunteers and mentors on programming days.
- Implement program curricula alongside facilitators in school and community settings.
- Develop, support, and oversee youth leadership and youth-driven initiatives.
- Track and document all data related to programming, including student attendance, volunteer engagement and management, student surveys, facilitator engagement and management, taking detailed notes, photos, and any other means deemed appropriate.
- Prepare and submit program reports to the Director of Development and/or funding agencies as needed.
- Conduct outreach to recruit youth and volunteers for Femergy® programs.
- Attend and actively participate in staff meetings, agency events, and community partnerships, as needed.
- Maintain a positive work environment by exhibiting professionalism with staff and clientele, and maintain organizational value by keeping information confidential.



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Requirements & Preferences:

- Excellent written and verbal communication skills
- Proficient in Microsoft Office (including Word, Excel, Access, Outlook, PowerPoint)
- Strong organizational and time management skills
- Must be located in Columbus, OH
- Must have Saturday availability for programming
- Bi-lingual Spanish speaker strongly preferred
- 1+ year of working with youth strongly preferred
- Previous experience with grant reporting is a bonus

Position Type:

1 Year Contractual, with possibility of FT employment at conclusion of contract

Job Type:

Hybrid, FT, flexible M-F schedule and weekends as needed

Projected Start Date:

April 1st

Salary Range:

\$45,000 - \$50,000/yr