

GAP! Assistant Director

15-20 hours Per Week



Applicants should have skills working with youth, fun energy, well-rounded knowledge of our community, and a big passion for girl advocacy. This position will begin as part-time, with a mostly flexible schedule. Wage for this rewarding job is commensurate with experience and commitment (20k-22k).

Job requirements are meant to complement the Executive Director and include (but are not limited to):

- Spokesperson and representative of the organization in the community
- Work closely with ED to plan year's events and curriculum
- Attend weekly meetings with ED
- **Plan, create, and lead elementary GAP! programs with mission in mind. Meetings are held on Mondays and/or Thursdays (varies with program) from 2:50-5:15.**
- **Co-plan, assist, and attend middle school GAP! Programs with mission in mind. Participate in all weekly GAP! meetings (Tuesday/Wednesday: 3:45-5:30pm) (Journeys School: TBD)**
- Set a schedule of established co-working time throughout the week
- **Co-create and implement supplemental workshops to offer to existing clubs and groups for upper elementary through high school girls.**
- Assist with Raising Girls events
- Assist in creating and maintaining a fundraising program including grassroots and major donor development
- Assist in maintaining donor database
- Research available grants and assist with grant writing
- Assist ED with communications including website and calendar updates, emails, and creating newsletters to communicate with donors, parents, participants, and the community as needed
- Assist ED with volunteer recruitment and management
- Attend 6 board meetings a year
- Assist with Old Bill's and our annual fundraisers
- Attend professional development opportunities when applicable

GAP! activities follow the themes of enhancing confidence, increasing competence, and community building, preparing girls to become successful, happy, contributing members of society. Through a variety of hands-on activities, GAP! programming offers a range of opportunity based off best practices to promote success to the next generation of women. Find out more about GAP! at www.gapjh.org.

*Interested applicants can submit a resume and cover letter to gapgirljh@gmail.com.