



Inspiring all girls
to be strong,
smart, and bold

Internal-External Job Posting

Position:	Program Curator
Accountability:	Director of Programming of Girls Incorporated of Durham
Hours of Work:	35 hours per week
Location:	Head office at Girls Incorporated of Durham 1-395 Bayly Street West, Ajax
Salary range:	\$27,300 – 29,120 (depending on experience)

SUMMARY OF DUTIES:

The Program Curator, under the supervision of the Director of Programming, plays a key role in the programming reporting and ensures that the information needed to capture outcome based adequate support to work efficiently. They are responsible for the office management and implementation of administrative duties to ensure the smooth running of our company's offices and contribute in driving sustainable growth.

PRIMARY WORKING RELATIONSHIPS:

Works closely with the Director of Programming, Executive Director, the Communications Committee Chair; and program staff.

RESPONSIBILITIES:

1. Manage Trax databases ensuring accurate records and keeping schedule of reporting needs
 2. SSBOS program attendance tracking for goal and outcome measurement, which includes working with program staff to ensure proper and effective data standards
 3. Growth Grant outcome support through analytics
 4. SSBOS lead and representative to National Outcome measurements
 5. Social media support, assist in planning, implementation, content generation and analysis; to effectively reach our online audience and increase following
 6. Support for administrative and program staff as requested; various duties include, but not limited to: data entry for 101 attendance, merchandise stocking and inventory analysis.
 7. Creation of program and event promotional graphics with support from Marketing /Communication Committee
 8. Data input for various data management platforms including, Survey Monkey, Constant Contact, eTapestry Software.
 9. Greet people in person and on phone as first-contact and direct accordingly.
 10. Review and update various documents (newsletters, Annual Report, promotional material etc.) as needed.
 11. Disbursement reports and E-Tapestry support as a secondary.
 12. Provides staff support to event planning and fund development support as required
 13. Participates in staff meetings and conferences to share ideas and concerns.
 14. Provides staff support to Marketing/Communications Committee, board members, volunteers and other staff involved in fundraising activities.
 15. Ad hoc member of Events sub-committees, if needed.
 16. Works with other Girls Inc. staff as appropriate. Liaise with the affiliate Fund Development committee as needed for planning events, printing of material, social media posts, etc
 17. Participates in periodic assessment of own performance, develops own goals and objectives.
 18. Perform any other duties that may be assigned for the successful achievement of identified outcomes.
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QUALIFICATIONS:

1. Demonstrate commitment to Girls Inc. of Durham's mission, vision, and advocacy statements.
2. Proven track record of leadership, professional maturity, self-motivation, commitment and work well in a team setting.
3. Detail oriented, strong documentation skills, organized and able to work in a multi-tasked environment.
4. Computer knowledge and skills are essential to this position. Trax 8 and eTapestry computer system knowledge an asset.
5. Excellent written and communication skills.
6. Experience in organizing and managing data.
7. Thorough knowledge and understanding of not-for-profit operations, local government/community agencies and resources would be an asset.
8. Possess excellent organizational and time management skills with a focus on quality, completeness and accuracy.
9. Experience working with volunteers.

Education

1. Bachelor's Degree. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.

Candidates will be required to provide a current police check upon hire.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Girls Inc.'s commitment to the principles of equal opportunity and non-discrimination guides all employment decisions, including but not limited to recruitment, hiring, compensation, promotion, training, discipline and layoff. This policy shall be applied without regard to race, colour, national origin, citizenship, religion, pregnancy, sex, sexual orientation, gender identity, age, disability, genetic information, military status and political belief or other non-job related factors.