



Women of Toledo is nonprofit 501c3 that educates, engages, and empowers women and youth to keep moving forward. Using our 3E organizational model: Educating, Engaging, and Empowering, we create sustainable solutions that elevate the quality of life, and diversity while improving economic empowerment in the communities where we live, work, play, and raise a family. How: Through the services and programs that fall into four distinct categories: Economic Development Initiatives, Mentorship, Youth Services and Advocacy

The organization seeks a **Program Coordinator**- Youth & Mentorship services and support the program's operation. The Program Coordinator will also create an opportunity to bring new members, supporters, partners, and sponsors to build sustainability of the organization's program services side along with the Managing Director.

JOB DUTIES & RESPONSIBILITIES:

- At least two years of experience in the nonprofit field and working with diverse groups.
- Manage and implement all Women of Toledo Young Women of Toledo (YWOT)
 - General Program & Services
 - Mentorship
 - Girls Hub (with the support of a woodworking instructor)
 - LedHerWay
 - YWOT Circle of Supporters
- Oversee the Young Women of Toledo's efforts and development
- Help with outreach, partnership, and engagement to expand/develop YWOT
- Maintain ywot@womenoftoledo.org email/database
- Support grant management and reporting with support from the Program Manager, Development, and Executive Director.

Impact Measurement and Research

- Develop programs and services evaluation tools, program reviews, and assessments to enhance sustainability.
- Design and conduct a wide variety of assessments or evaluation tools to ascertain a program's impact and increase the effectiveness of WOT internal processes.
- Create evaluation data sources such as surveys, questionnaires, focus groups, and participant testimonials for desired outcomes.

QUALIFICATIONS:

- A bachelor's degree in a related field of studies, such as Education, Business Development, or Nonprofit Management, or equivalent experience
- A minimum of 3-5 years of professional experience in project management that includes significant hands-on work in multi-faceted planning



- Prior success working closely and building relationships with diverse groups of people, including stakeholders, staff, partners, and investors
- Prior experience developing and managing budgets
- Proven ability to problem-solve, prioritize, and multi-task, with an acknowledged track record of achieving results
- Demonstrated ability to work calmly and effectively under pressure
- Demonstrated ability to manage multiple activities at once and manage the time accordingly.

COMPENSATION

A non-exempt employee with an annual salary starting at \$41,600.00

** (Average of 40 hours work week at 52 weeks yearly)

This full-time position includes a competitive salary with an expectation to maintain a few evening and weekend hours as needed (per the program schedule). Interested applicants should email their cover letter, resumé, and references in PDF form at <https://www.womenoftoledo.org/workwithus>. No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER:

WOT will not discriminate against any applicant or employee regarding any term or condition of employment because of race, color, sex (including gender identity and expression), sexual orientation, national origin, citizenship, ancestry, religion, age, disability, marital status, familial status or veteran status.