



Memphis Program Coordinator | Job Description

Shelectricity is a girls' empowerment ecosystem designed with Black, API, Latinx and Indigenous girls at the center that brings together technology, culture, and community to create safe and nurturing online and in-person environments for girls to learn, grow, innovate, and lead. Through interactive tools and experiences, Shelectricity girls engage in Creativity, Personal Development, STEAM-based learning, Entrepreneurship, and Network and Community Building. Our unique, integrated online/offline service model combines the broad reach and youth orientation of a social media app with the intimacy and safety of adult-curated, place-based programs. By bringing together the best of these worlds under one curated ecosystem, we believe that Shelectricity can transform girls' lives at scale.

The Memphis Program Coordinator (MPC) is the on-the-ground representative for Shelectricity in Memphis, TN. The primary responsibility for this role is to support young Black, Brown and Indigenous girls with high-quality programming. The MPC will coordinate and facilitate empowering activities for the Youth Leadership Council (YLC) in a structured and supportive environment. The ideal candidate will have experience and comfort working closely with youth leaders, parent and adult allies, community-based organizations, and community members. The person who holds this position embodies the Shelectricity culture and values. The MPC is both a passionate leader and is able to connect deeply with our community. The MPC will report directly to the Project Director.

Duties and Responsibilities:

- Provide the program delivery of Shelectricity curriculum
- Responsible for all coordination and communication of YLC members
- Lead the YLC application and selection process including the online application, interviews, and orientation/retreat
- Facilitate and host two (2) monthly sessions with YLC (no longer than 2 hours)
- Provide weekly updates and post-meeting reports to Program Director
- Participate in monthly conference calls with Girls for Gender Equity (GGE)
- Available for 4 hours of training with Women's Foundation of the Greater Memphis Area (WFGM) prior to beginning program sessions
- Create & Manage a curriculum schedule and timeline



- Communicate with student leaders about meetings, tasks, assignments, and other important information
- Share meeting agendas, attendance, and follow up reports with Program Director
- Host meetings, provide materials, refreshments, and other curriculum needs
- Attend all relevant organizational meetings and represent the organization as needed in external meetings and events (as needed)
- Provide remote supervision and support for YLC Leads in Oakland & Los Angeles

Qualifications:

- Reside within the Memphis Metropolitan Area, preferably within zip code 38126.
- Demonstrated youth facilitation experience (volunteer/paid) working in an urban K-12 environment.
- Capacity to recruit and manage 20 youth leaders
- Ability to work with youth, families and staff from a diverse range of backgrounds and abilities.
- Must be dedicated and able to commit to the entire calendar year.
- Clearance of TB test and background (fingerprint) check.
- Bilingual applicants are strongly encouraged to apply.
- High level of cultural competency.
- Classroom management skills, training will be provided.
- Ability to develop and implement weekly lesson plans.
- Demonstrated experience working on a team.
- Experience using Microsoft Office and Google Docs.
- Access to a computer, printer, fax and other tech equipment as needed

Compensation:

This is a contracted position, with a monthly rate dependent on experience; payable monthly. This temporary position is through October 31, 2020.

How to Apply:

The deadline to apply is March 15th, 2020, or until the position is filled. Please send a cover letter, resume, and three references to admin@shelectricity.org, with the subject: Memphis Program Coordinator. Please do not embed your resume and cover letter in the email.

For more information, please visit www.shelectricity.org.