Position: Global G.L.O.W.-Orange County Partnership Coordinator
FLSA Status: Non-Exempt, Part-Time (15-25 Hours per week, depending on partnerships)
Reports to: Sr. Program Manager, Partner Management and Program Operations
Last Update: 6/1/2020

Primary Responsibilities

Partnership Coordination:
- Manage a portfolio of Global G.L.O.W. Partners in Santa Ana, California and surrounding OC cities inclusive of: completing monthly meetings with partners/mentors, supervision of monthly reporting and quarterly budgets and budget reconciliation, scheduling and facilitating trainings with partners/mentors, and collecting quantitative and qualitative data from clubs
- Be the main point of contact for all programmatic implementation of partners in the Global G.L.O.W.-OC portfolio inclusive of: regular check-ins with Sr. Program Manager, documenting calls with partners/mentors, submitting monthly program and quarterly budget reconciliation reporting, submitting quantitative and qualitative data from clubs, participate in on-going trainings on Global G.L.O.W. program and partnership updates
- Assist in creating and implementing systems for partnership management with Detroit organizations and/or school district
- Support the recruitment of community members to serve as mentors
- Guide Global G.L.O.W.- OC Partners through annual programmatic and budget planning and trouble-shooting programmatic issues during the year
- Travel within Orange County as needed to visit Global G.L.O.W.-OC Partners in an assigned portfolio when possible, in order to observe and evaluate programming, train and support Partner members, plan and execute community events/projects and report back to Global G.L.O.W. Program Team
- Other duties as needed or assigned

New Partnership Development:
- With delegation from the Sr. Program Manager, lead the new partnership research, outreach, and vetting process in Orange County

Special Events & Operations
- Provide programmatic support for successful implementation of Global G.L.O.W.-OC special events including but not limited to in-city events, out-of-city field trips and other advocacy celebrations that occur throughout the year
- Support special projects as needed
**Essential Functions & Abilities**

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, reflecting back to assure clear communication
- **Reading Comprehension** — Understanding written sentences and paragraphs in work-related documents
- **Intercultural Communication** — Conveying information effectively across cultural differences and language barriers
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Oral Comprehension** — Listening and understanding information and ideas presented orally
- **Written Comprehension** — Reading and understanding information and ideas presented in writing
- **Written Expression** — Communicating information and ideas in writing clearly and understandably
- **Mathematical Reasoning** — Choosing the appropriate mathematical methods or formulas to solve a problem
- **Near Vision** — The ability to see details at close range (within a few feet of the observer)

**Desired Background and Personal Attributes**

- Bachelor’s Degree required from an accredited college or university
- 2+ years relevant experience in curriculum design, partner management, training of nonprofit concepts, and/or international non-profit programming
- Demonstrated commitment to Global G.L.O.W.’s mission and core values while developing and maintaining respect and harmony with diverse employees and management
- Ability to input, manage, interpret, and analyze diverse data and to work collaboratively and independently to achieve stated goals
- Ability to develop and maintain excellent working relationships with employees, prospective customers and vendors while exercising initiative in organizing and completing assigned tasks according to established guidelines
- Demonstrated strong oral and written communication skills, including in email correspondence, written reports, presentations, and in-person meetings
- Ability to define problems, collect data, establish facts and draw valid conclusions while applying common sense understanding to carry out instructions in written or oral form
- Demonstrated understanding of issues and challenges affecting women and girls locally, nationally and internationally
- Propensity to work with high energy, a high degree of initiative and from a positive perspective while maintaining flexibility and attention to detail
- Excellent computer skills and knowledge of spreadsheets, design programs, and database programs
- An ability to work effectively as part of a team and an interest in building a strong organizational culture

*Send a cover letter and resume by Friday, July 3, 2020, to Gabriella Abrego g.abrego@globalgirlsglow.org*