



of Greater Santa Barbara

**Membership Coordinator—Santa Barbara Center
Girls Inc. of Greater Santa Barbara**

Girls Inc. of Greater Santa Barbara is seeking a Membership Coordinator for our Santa Barbara Center Facility. The Membership Coordinator is responsible for managing the front desk operations of our Santa Barbara center-based program in a manner that reflects the mission, values, and goals of Girls Inc. The Membership Coordinator promotes and maintains an outstanding, girl-centric service delivery model that ensures enrollment, outcomes, and other objectives are met.

Girls Inc. inspires all girls to be strong, smart, and bold. We offer girls a safe, fun, all-girl/pro-girl environment where they gain and practice skills that equip and empower them to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. Through research-based programs, led by trained mentoring professionals, Girls Inc. girls learn to be confident and embrace positive decision-making to take charge of their health and well-being, and achieve academic, personal, and career goals.

Essential Job Functions Include:

- Enrolling Girls Inc. members
- Invoicing and payment processing
- Answering and directing phone calls
- Family engagement and communication
- Scheduling after-school transportation

Minimum Requirements:

- Bilingual and bicultural Spanish speaker
- Experience working with youth in a structured educational setting
- 12 college level units in early childhood education or any of the following substitutes: sociology, psychology, art, music, dance, drama, recreation
- Ability to pass criminal background check
- Ability to pass a pre-employment physical and drug screening
- Vaccinations as required by State law for licensed child care facilities
- Strong communication skills and ability and desire to work as a member of a diverse and dynamic team

Hours of Position:

- Full Time non-exempt, 40+ hours a week
- Monday-Friday, some evening and weekend hours will be required

Compensation and Benefits:

- \$14-\$16 an hour depending on experience and education
- Vacation pay
- Medical, Dental, Vision, and Life insurance
- Retirement plan

To Apply:

Submit cover letter, application, and resume with relevant coursework to Annabel Padilla, Assistant Director of Programs, at apadilla@girlsincsb.org. Deadline for submission is Friday, August 4, 2017.