



National Coalition of 100 Black Women Inc. Delaware Chapter



Employment Opportunity

“Year of the Black Girl” Project Coordinator

March 2022-December 2022

Contract Position (25 hours weekly) Compensation Negotiable

To plan, implement and evaluate “The Year of the Black Girl” Initiative, the Project Coordinator will:

Deliverables:

1. Develop a project tool kit for planning, implementation, and evaluation
2. Execute the board approved communication plan internally and externally
3. Coordinate NCBWDE and partner planning meetings and public-facing programs aligned with Black Girl Research Brief Themes, study findings, and recommendations
4. Implement in conjunction with NCBWDE Chapter “Year of the Black Girl” activities
5. Collect social media analytics, summarize virtual and in-person program survey evaluation, qualitative data from outreach

6. Create a database and a directory of key partners and organizations to include a service inventory. Identify service and opportunity gaps for Black girls in Delaware
7. Develop content for online resources (health, education, family supports, recreation, etc.), etc.
8. Compile demographics and other information from participants
9. Work in partnership with NCBWDE to promote program enrollment, marketing, collaboration opportunities on the Web Site, Facebook, Twitter, and via Chapter E-New. In addition, assist with building content and keeping “Year of the Black Girls” information up-to-date
10. Assist with identifying press/media opportunities around the project
11. Assist NCBWDE with developing public presentations
12. Plan and execute (8) STEAM sessions to include scheduling speakers, managing logistics for workshops, securing supplies and incentives for participating students
13. Actively engage with the NCBWDE and assist with cultivating funders and partners to sustain the project
14. Submit monthly narrative and financial reports
15. Monitor project outcomes and develop a system to evaluate and develop recommendations for program improvement, and
16. Other related duties as assigned.

Interested applicants are encouraged to submit a cover letter and resume to ncbwofdelaware@outlook.com. Posting closes on February 28, 2022 at 11:59 pm. No telephone inquiries, please. Applicants with project management expertise, program design/evaluation experience, strong knowledge of technology for communications, social media, virtual platforms, and database management preferred.