



### **Houston Conference Coordinator**

The Girls Empowerment Network is currently seeking an energetic, highly organized individual to market and coordinate the second location of the We Are Girls (WAG) Conference. Under the supervision of the Special Events Manager, the Houston Conference Coordinator will ensure that this new Houston event serves 400 attendees, and is collaborative, culturally relevant, and quality—all while meeting the needs of the community and celebrating girlhood.

#### **Highlighted position responsibilities:**

- Marketing and outreach to the Houston community, with a focus on elementary and middle schools to result in the registration of 400 attendees.
- Recruiting, managing, and communicating with approximately 20 breakout session presenters.
- Execution of day of logistics and oversight of event, as guided by the Special Events Manager.
- Supervision of volunteer team and conference intern.

#### **Position details:**

- Part time/temporary:
  - Flexible schedule with an average of 10 hours of work a week leading up to November. The weekly workload will fluctuate based on organizational/event needs as WAG is built in this new market.
  - 40 hours per week work from November 1-14.
- Start date: Training days April 20-22 in Austin with part time independent work beginning the week of April 27<sup>th</sup>.
- End date: November 30<sup>th</sup>, with potential to be extended.
- Compensation: \$17/hour
- Ability to work independently and remotely from Houston under the supervision of the Special Events Manager who is headquartered in Austin; ability to make a few select trips to Austin for training and other needs.

#### **Position requirements:**

- Strong personal alignment with and a commitment to the mission of GENaustin.
- Strong familiarity with Houston schools and youth development resources.
- Confident in starting new relationships and networking to ensure the success of Houston WAG.
- Creative outlook on how to achieve WAG goals and ensure an unforgettable experience for all attendees.
- Self-starter who embraces new challenges and is motivated to succeed.
- Proven track record of success in supervision of others, including volunteers.
- 2+ years experience in event planning, project management, or program coordination.
- Strong interpersonal and communication skills, with an eye for detail.
- Comfortable trouble-shooting challenges and coming to responsible solutions.
- Reliable transportation.

#### **Preferred qualifications:**

- Bachelor's degree
- English/Spanish bilingual

**To apply:**

- Please submit a cover letter and resume to [employment@genaustin.org](mailto:employment@genaustin.org) with the subject line "Houston Conference Coordinator."
- Please name your resume Lastname\_Firstname\_resume and your cover letter Lastname\_Firstname\_letter, for example: Jones\_Jessica\_resume and Jones\_Jessica\_letter

**About the We Are Girls Conference**

Founded in 2008 in Austin, GENaustin's annual We Are Girls Conference is a statewide event designed especially for girls in grades 3-8 and the adults who care about them. Now in its 8th year, the 2015 theme is "Tell Your Story." Featuring skill-building workshops and dynamic presentations, the We Are Girls Conference connects girls to relatable role models and encourages healthy relationships, educational discovery, and creative self-expression.

The 2014 Austin event served over 1,700 attendees. The 2015 event is currently set for November 14, 2015. This year's event will represent the first time We Are Girls will be run simultaneously in both Austin and Houston for a total of 2,000 attendees between the two locations.

**About The Girls Empowerment Network (GENaustin)**

Founded in 1996, the Girls Empowerment Network's mission is to guide and support girls to make wise choices as they navigate the unique pressures of girlhood. Through each of the agency's programs, GEN increases the social and academic success of girls by:

1. Equipping them with the skills they need to navigate the dangers and pressures of adolescence.
2. Forging healthy, supportive bonds so they know they are never alone.
3. Surrounding them with relatable role models who encourage, inspire, & guide.