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**Job Description**

**Position:** Emerging Markets Specialist

**Responsible To:** Chief Operating Officer

**Classification:** Full-Time, Exempt

**Job Summary:**

Through the development of efficient strategies, tactics, and working collaboratively with other teams the Emerging Markets Specialist ensures achievement of the goals of the Girl Scouts of Utah and that Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the council. The Emerging Markets Specialist is responsible for supporting and managing adult leaders through training, timely communication, and resource dissemination and engaging girls and adult leaders in the Girl Scout Leadership Experience.

**Job Accountabilities:**

* Develop strategies to increase membership for diverse population
* Recruit girls and adults for troop participation
* Develop and implement alternative to troop models
* Develop relationships with key community stakeholders including but not limited to school districts, business leaders, non-profit organizations and others.
* Create necessary collateral with marketing to recruit to diverse populations; translates materials as needed.
* Work with the development team to provide reports and insight to secure and maintain grants to support the growth in emerging markets
* Facilitate and support volunteer delivery of Girl Scout programming in partner sites. Track participation data and demographics for grant reporting requirements.
* Accomplish volunteer management objectives by collaborating with teams in regards to recruiting, selecting, orienting, training, assigning, scheduling, coaching, and supporting volunteers
* Communicate position expectations with volunteers (plan, mentor and enforce policies and procedures).
* Maintain systems to mentor adult volunteers to work with girls in program-grade level area to ensure delivery of quality programs and services to girls. Including effective behavior management, working with parents/caregivers, delivery of developmentally appropriate programming and progression, and other resources as needed/identified.
* Support and disseminate the council’s policies, procedures and standards in timely and concise communication platforms to volunteers.
* Answer, problem-solve, manage and respond appropriately to all inquiries.
* Develop and maintain sustainable systemic partnerships throughout Utah to implement consistent and high quality programming to girl’s Kindergarten through 12th grades in emerging markets
* Develop retention strategies as well as deliver high quality program in targeted areas. Collaborate with teams to identify targeted girl populations as well as high quality program sites.
* Guide the utilization of national curricula and support the creation and integration of local enrichment, supplemental, and customized activities that are grade-level appropriate and meet the needs, interests, and preferences of current and prospective girl members.

**Qualifications:**

* Bachelor’s degree or equivalent work experience with a minimum of three years youth programming experience.
* Fluent in Spanish, both reading and writing.
* 2-5 years experience in youth program (curriculum) delivery preferred.
* Excellent interpersonal communication skills while achieving results in partnership with others.
* Strong organizational skills, detail oriented, high degree of accuracy, and ability to multitask.
* Technical computer skills in Microsoft Office including Word, Excel, Outlook, Salesforce experience preferred), and social networking to access media networks as well as to tap into other networking resources.
* Ability to work flexible hours including some evenings and weekends required.
* Experience and sensitivity in working with diverse people and volunteers.
* Have daily access to dependable transportation (upwards of 40% travel), valid driver’s license, compliance with the council’s policy of automobile insurance limits, and a driving record that meets the requirements for coverage of the council’s business auto insurance carrier.
* The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit and/or stand for long periods, and operate office equipment manually. The employee must be able routinely lift 15 pounds and occasionally lift and/or move up to 40 pounds.

Preference to candidates with the following experience:

* Ability to work independently with minimal oversight, take initiative, self-managed and thrive in fast-paced environment.
* Ability to effectively manage multiple projects with conflicting priorities while meeting.
* Girl Scout knowledge and experience