

**Girls Inc. of the Central Coast
Staff Roster
2020-2021**



Patty Fernandez
Executive Director
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Entry Date: 2001

Elizabeth Contreras
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Entry Date: 2003

Marina Guzman
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Entry Date: 2005

Andrea Romero
High School Program Coordinator
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Entry Date: 2019

Violet Arriola
Program Facilitator I (Middle School
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Entry Date: 2020

Ma. Guadalupe Bravo Estrada
Program Facilitator II (High School
and Middle School Programs)
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Entry Date: 2020

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Patty Fernandez-Torres, Executive Director

Patty has been with the organization for over 18 years. She oversees current programs, and plans and implements program expansion of Girls Inc., which now serves each year more than 1,700 girls, ages 8-18 years old, in 43 schools sites in 11 cities. Patty prepares and administers annual budgets, reports and program evaluations. She also writes and monitors foundation grants, researches and implements donor development strategies, and coordinates fundraising and outreach events. Patty is the agency spokesperson and acts as lead liaison with the national office of Girls Inc. Her previous work included being a counselor at California State University Monterey Bay, where she worked with college and high school students, as well as parents and administrators, planning special events and fund-raisers. She graduated from California State University, Monterey Bay with a Bachelor of Arts in Education and received her Master Degree in Public Administration from the University of Phoenix.

Elizabeth Contreras, Deputy Director

Elizabeth has been with the organization for over 16 years. She manages and administers all GICC programs, both directly and through staff and program volunteers. Supervises program staff; recruits, hires, evaluates, motivates, develops and trains Program Assistants, Program Coordinators, Youth Leaders, and Volunteers. She also assists in planning and organizing special events. Provides staff support to board members, volunteers and other staff involved in development activities. Acts as a staff liaison to event committees, fund development committee and/or other advisory groups as requested. Assists ED in developing policies and procedures of GICC and implements with program staff and volunteers, and communicates them to staff, parents and children. She is currently pursuing her B.A. in Liberal Studies.

Marina Guzman, Office Manager

Marina is the Office Manager. She has been with the organization for over 11 years. Marina provides comprehensive support to the Executive Director. Also, maintains central records on payroll, personnel, and insurances. She assists in the annual audit and budget preparation. She is also responsible to review bank deposits and receipts for all funds the organization receives. Input and process data regarding fund raising events and other donations. Prepare all invoices and pays bills. Process all remembrance and honorarium gifts and acknowledge donors. Process all sponsoring membership gifts and send acknowledgement letters. Post financial information to Quick books and runs financial reports monthly. Establish and maintain system of inventory control for all office supplies.

Andrea Romero, High School Program Coordinator

Andrea is the high school program coordinator. She is a Girls Inc. graduate. She is responsible for implementing the high school program, recruiting participants and volunteers, hire and train new Youth Leaders, coordinating with school personnel, and supervising the Youth Leaders and Volunteer Women Mentors who facilitate the high school program. Andrea graduated from Cal Poly State University with a major in Bachelor of Science Child Development.

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Violet Arriola, Program Facilitator I

Violet is a Program Facilitator I. She helps to plan and implement age-appropriate activities for girls ages 8 to 18. She works closely with the Youth Leaders and participants during program activities and field trips, prepares materials and snacks for participants for each meeting/school and helps facilitate and coordinate summer camp programs. Violet is currently attending Hartnell College and looks forward to a University.

Ma. Guadalupe Bravo Estrada, Program Facilitator II

Guadalupe is a Program Facilitator II. She is a Girls Inc. graduate. She helps to plan and implement the high school and middle school programs. She also helps to supervise Youth Leaders and participants during program activities and field trips and helps facilitate and coordinate summer camp programs. Guadalupe is a graduate from CSUMB with a major in Human Development and Family Studies.

Youth Leaders

The work of Girls Inc. could not be accomplished without the skills of our Youth Leaders who make a yearlong commitment to sharing their knowledge and passion for these programs with girls younger than they. The Youth Leaders are teens that have successfully completed the ECHO Program. The Youth Leader Program provides these young women the opportunity to practice what they've learned in the ECHO Program. Each year we hire and train 25-30 Youth Leaders to deliver programs to young women and girls in high school and middle school. They co-facilitate the ECHO Leadership Program, Will Power/Won't Power and the Friendly PEERsuasion Program. During the summer the youth leaders also facilitate the Smart Choices and the Strong, Smart and Bold Summer program. They are all juniors and seniors in high school and work in their home communities as Youth Leaders.

ECHO Mentors

They are professional women, college graduates, mostly bilingual/bi-literate who receive several hours of training in facilitation skills and the content of the ECHO program to prepare them to work with the Youth Leaders and ECHO participants.