



Girls Inc. of Greater Houston

Inspiring all girls to be strong, smart, and bold.

Job Description

of Greater Houston

The mission of Girls Inc. of Greater Houston is to inspire all girls to be **strong, smart, and bold**. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically, and emotionally safe space, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate curriculum that meets the needs of today's girls.

Job Title: Program Facilitator, Full Time -Bilingual
Reports To: Program Director
Supervises: N/A
Pay Range: \$33,000 - \$36,000

Summary: The position requires the ability to effectively deliver Girls Inc. programs for girls in the Greater-Houston area and requires the ability to work during the day as well as after school hours. Programming covers a range of topics across the Girls Inc. core essential services of Healthy Living, Academic Enrichment and Support, and Life Skills, and may include reading literacy, financial literacy, media literacy, leadership development, anti-bullying/conflict resolution, and STEM, to name a few. In addition, the position will support the organization's program and outcomes evaluation strategy. The position requires regular travel to and from the program locations and requires the employee to transport program materials to each program site when programming is being offered in-person, as well as spending time in the office for program planning, preparation, and meetings. Due to COVID-19 programming has converted to also being available virtually as well, and therefore requires the person to have knowledge and ability to operate various video conferencing platforms such as Zoom and Microsoft Teams.

Primary Responsibilities:

- Create intentional program plans using Girls Inc. curricula that is interactive, hands-on, engaging, and exposes girls to a wide variety of experiences.
- Possess a computer with virtual conferencing capabilities, access to Wi-Fi, and quite confidential space at home for when working remotely. (Must also be able to work in office and implement in-person programming)
- Possess the ability to design new lessons as needed that aligns objectives with the Girls Inc. mission.
- Facilitate programs in an engaging way that is grounded in a belief in girls' rights and abilities
- Implement and track goals, objectives, and evaluation methods for programs
- Explore changing interests and developmental needs of girls to stay abreast of current trends
- Maintain daily lesson plans and semester schedule for each program
- Complete all paperwork related to administrative responsibilities
- Help preserve group norms, maintain classroom management, and monitor disciplinary matters as needed
- Organize and maintain orderly program space, supplies, and equipment
- Coordinate and supervise participants during field trips and special/virtual events
- Participate in public events to promote and raise awareness of Girls Inc. in the community

- Other duties as needed

Required Qualifications:

- **Fluency in (spoken, written, and reading) Spanish required.**
- Possess a B.A. or B.S. in a Human Service, Educational field, or related education/experience.
- Must be 21 years or older, able to pass a drug screen, background check, have reliable transportation, valid car insurance, valid driver's license.
- Must be able and willing to commute in the Greater Houston area to deliver Girls Inc. programs before/during and after school hours.
- With a high need focus of program delivery happening in Southwest Houston, Southeast Houston, Fort Bend County, Pasadena, the Heights, and Greater Fifth Ward areas.
- **Effective August 1st, 2021, Girls Inc. of Greater Houston has a Mandatory COVID-19 Vaccination Policy.**

Preferred Qualifications:

- Previous experience and/or high passion in learning and facilitating STEM and/or Reading Literacy programs.

Required Knowledge & Skills:

- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights (www.girlsinc-houston.org/aboutus.html)
- Demonstrated knowledge and understanding of girl growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and knowledge of equity issues facing girls of color.
- Experience in and appreciation for urban communities, diverse populations, cultures and economic experiences
- Exhibits commitment to social justice values and anti-oppression analysis
- Must be punctual, prepared, have a positive attitude and is at ease with (and adept at) using a variety of lively program techniques (brainstorming, role-playing, etc.).
- Experience working with sophisticated database systems and/or ability to quickly learn.
- Ability to effectively maintain information for recording purposes and standards of record keeping
- Ability to communicate and work directly with adults, adolescents, and children.
- Ability to inspire, stimulate and support self-empowerment among girls
- General knowledge of youth development and gender specific programming strategies
- Ability to communicate effectively in oral and written forms
- Detail oriented, extensive documentation skills, organized and able to work in a fast-paced, multi-tasked environment
- Must be self-directed, with the ability to work well independently and on teams.
- Proficient in Word and Excel.
- Strong interpersonal skills with the ability to relate effectively and work collaboratively with youth, families and professionals.

Equal Opportunity Employer

Girls Inc. of Greater Houston is committed to diversity in principle and practice, both in the community at large and within the organization. Girls Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military.