

Job Title	RISE! Facilitator- 2019-2020 School Year
Employer/ Agency	The Women's Resource of Greater Houston
Job Description	<p>The Women's Resource of Greater Houston helps women and girls make choices toward becoming independent, productive, and financially stable. We fulfill our mission by offering classes that teach women and families about banking, saving, budgeting, credit management, and goal setting. We believe these valuable life lessons are best learned young and RISE! was created to address this need as early as possible in a young woman's life.</p> <p>RISE! (Your Road to Independence, Success and Empowerment) is a four year program that helps high school girls realize their potential, identify their personal values, manage personal finances, recognize their leadership skills and plan for their future goals. It is the only program in Houston for high school girls that combines the life skills training necessary for leadership and professional success with the financial education that is critical for personal success.</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> ❖ Discuss openly with The Women's Resource RISE! Program Manager and other facilitators, any problems, solutions, and improvements for an optimal RISE! experience ❖ Be at your assigned school at least 30 minute early each week ❖ Ensure quality of the class(s) you are facilitating by encouraging attendance, engaging participants in each lesson and addressing any problems as they arise ❖ Follow RISE! curriculum as presented in the facilitator notebook ❖ Show an interest in and get to know each participant ❖ Submit data, including attendance within 24 hours of each class ❖ Review required forms with RISE! participants and ensure they are turned in to the RISE! Coordinator in a timely manner ❖ Observe other RISE! Facilitators during the semester
Qualifications	<ul style="list-style-type: none"> • Must enjoy working with high school girls. Prior experience working with teens is a plus • The ability to demonstrate patience, professionalism, and tact in interpersonal communication • Excellent organizational, verbal, written, and interpersonal communication skills • Positive attitude, sense of humor, patience, character and integrity • Flexible and able to adjust schedule and lessons as needed

	<ul style="list-style-type: none"> • Dependability and accountability are a must • Ability to recognize strengths in individuals and systems, and motivate others • Must have reliable transportation • Open to female undergraduate juniors and seniors, graduate students, post graduates and/or females who are mid-career • References are required, along with a background check • Bilingual (Spanish speaking) is a plus
Salary/Hours	Approximately \$1,000 per semester, paid as a weekly stipend. 5-6 hours preparation, classroom time, follow-up and travel time per week.
Employer/Agency	The Women's Resource of Greater Houston
Address	730 N. Post Oak Rd., Suite 204
City, State, Zip	Houston, Texas 77024
Contact Person	Porschia Harris, MPA
Contact Title	RISE! Program Manager
Telephone Number	713-667-4493 ext. 115
Fax Number	713-622-2774
Email Address	pharris@thewomensresource.org
Application Method	Visit: https://www.thewomensresource.org/employment for application submission details.
Opening Date	Immediate, applications reviewed as received. Priority consideration given to applicants who submit their application by 7/05/19

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