

Job Title	RISE! Facilitator
Employer/ Agency	The Women's Resource
Job Description	<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"> • Deliver weekly, 60–90-minute RISE! curriculum at assigned school location at assigned day/time, including arriving 30 minutes before the start of class • Review weekly lesson and prepare materials before each RISE! class and adapt the lesson plans to fit the individual school environment • Communicate with students outside of class for attendance reminders, check-ins, and additional support • Ensure quality of the class(es) by encouraging attendance, engaging participants in each lesson, and addressing any problems • Show an interest in and get to know each participant • Communicate effectively with diverse populations to include: partner schools, program participants, and volunteer guest speakers • Meet with The Women's Resource (TWR) RISE! Program Manager and other facilitators for meetings and trainings throughout the semester, including bi-weekly staff meetings • Collect and submit data, including semester surveys and weekly attendance, by deadline • Observe other RISE! facilitators during the semester
Qualifications	<p>Qualifications</p> <ul style="list-style-type: none"> • Must enjoy working with high school girls. Prior experience working with teens is a plus • Experience with public speaking and engaging an audience via group facilitation • Demonstration of organizational and time management skills • Flexible and able to adjust schedule and lessons as needed • Ability to recognize strengths in individuals and systems, and motivate others • Must have reliable transportation • Open to women who have attended at least two years of post-secondary education • References are required, along with a background check
Salary/Hours	Part-time hourly position between 5-20 hours weekly Hourly rate: \$18, with increases for second and third year facilitating
Employer/Agency	The Women's Resource
Address	13100 NW Fwy, Suite 130
City, State, Zip	Houston, TX 77040
Contact Person	Maria Pickett
Contact Title	RISE! Program Manager
Telephone Number	713-667-4493 ext 105
Email Address	mpickett@thewomensresource.org

Application Method	<p>Application Process Applications are reviewed as received.</p> <p>Please send the following:</p> <ul style="list-style-type: none"> • A cover letter that describes your leadership experience and facilitation skills. Please highlight your work with youth. • Information for two professional (non-family) references • Your personal resume <p>Applicants may email or mail these documents to:</p> <p><i>Maria Pickett, RISE! Program Manager</i> The Women's Resource of Greater Houston 13100 Northwest Freeway, Suite 130 Houston, TX 77040 mpickett@thewomensresource.org</p> <p>Only qualified applicants that submit <u>ALL</u> documents requested above will be considered.</p>
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.