

Background

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 investment planning. 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.

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.

Qualifications

- 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
- 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

Duties include, but are not limited to:

- ❖ Deliver RISE! Curriculum at assigned RISE! school location on a weekly basis at assigned day/time
- ❖ Follow all RISE! school location rules and requirements
- ❖ Communicate effectively with diverse populations to include: partner schools, program participants, and volunteer guest speakers
- ❖ Meet with The Women's Resource (TWR) RISE! Coordinator and other facilitators for meetings and trainings throughout the semester
- ❖ Review weekly lesson and prepare materials before each RISE! class and be able to adapt the lesson plans to fit the individual school environment
- ❖ Pick up and drop off RISE! materials and resources for classes at TWR
- ❖ Discuss openly with The Women's Resource RISE! Coordinator and other facilitators, 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

Position Opening Date: Immediate

Part-Time Position

The RISE! Facilitator position is a part-time, contract position. We are currently hiring for the 2017-2018 school year, but are looking for qualified applicants with an interest to continue in the position beyond this next academic year. The RISE! Facilitator position includes a Facilitator Orientation, four hours of lesson preparation and follow-up time each week, travel time to and from the RISE! location each week, 60-90 minutes of classroom time, and two Facilitator meetings each semester.

Application Process

The position will remain open until filled.

Download an application from the 'Contact Us' page on our website (click on Who We Are and then Contact Us) www.thewomensresource.org.

Please attach/send your answers to all three questions below - maximum of one page, single spaced for each question (12 pt font):

1. Describe your leadership experience and facilitation skills. Please highlight your work with youth.
2. Why are you interested in being a RISE! Facilitator?
3. How would you motivate the participants in your RISE! class, so they come excited to learn?

Please attach/send information for two professional (non-family) references.

Please attach/send your personal resume.

Applicants may email, mail or fax their **(1) application, (2) question responses, (3) resume** and **(4) references** to:

Alicia Rios, RISE! Coordinator
The Women's Resource of Greater Houston
730 N. Post Oak Rd. Suite 204
Houston, TX 77024
Fax: 713-622-2774
arios@thewomensresource.org

Only qualified applicants that submit ALL documents requested above will be considered.

We appreciate your interest in our organization.

The Women's Resource of Greater Houston is an equal opportunity employer.

730 N. Post Oak Rd., Suite 204 ~ Houston, TX 77024 ~ www.thewomensresource.org