

## **Organization & Program**

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.

**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 needed for leadership and professional success with the financial education critical for personal success.

## **Qualifications**

- 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

## **Duties include, but are not limited to:**

- ❖ 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 lessons 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

## **Part-Time Position**

The RISE! Facilitator position is a part-time position. The position is hybrid, with all classes taught in-person, but with the option of administrative tasks being done remotely. We are currently hiring for the 2024-2025 school year but are looking for applicants with an interest in continuing in the position beyond this next academic year. For each cohort, we expect you will work between 5-7 hours per week for 8-10 weeks each semester. There is the option of leading one or two cohorts each school year.

**Hourly Rate:** \$19 for first year

### **Application Process**

Applications are reviewed as received.

Please send the following:

- 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

Applicants may email or mail these documents to:

*Anne Motley, RISE! Program Manager*  
The Women's Resource of Greater Houston  
13100 Northwest Freeway, Suite 130  
Houston, TX 77040  
amotley@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.*

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