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)  
**Reports To:** Program Director  
**Supervises:** N/A  
**Pay Range:** $35,000-$42,000  
**Email resume:** Ashley@girlsinc-houston.org

**Summary:** The position requires the ability to effectively deliver Girls Inc. programs for girls in the Greater-Houston area and requires the ability to deliver programming both in-person and virtual. Programming covers a range of topics across the Girls Inc.’s core essential services of Healthy Living, Academic Enrichment and Support, and Life Skills. 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. The positions provides a flexible schedule which includes a normal Monday-Friday 9am-5pm, with some evenings and weekends required. Due to COVID-19 programming has converted to include virtual programming and requires the person to have knowledge and ability to operate various video conferencing platforms such as Zoom and Microsoft Teams, and the ability to come into the office for program planning and preparation.

**Responsibilities:**

- Create intentional program plans using Girls Inc. curricula that is interactive, hands-on, engaging, and exposes girls to a wide variety of experiences.
- Poses a computer with virtual conferencing capabilities, access to wifi, and quiet 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.

Qualifications:
• Poses a B.A. or B.S. in a Human Service or Educational field
• Minimum of 2 years of experience working with children.
• Experience in and appreciation for urban communities, diverse populations, cultures, and economic experiences.
• Exhibits commitment to social justice values and anti-oppression analysis.
• Experience and strong ability to facilitate, present, and teach classes/workshops for girls.
• Experience working with sophisticated database systems and/or ability to quickly learn.
• Ability to employ effective classroom management.
• 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 with extensive documentation skills, organized and able to work in a fast-paced in a multi-tasked environment.
• Ability to self-start and work well in a team setting.
• Must have reliable transportation, a valid Texas driver’s license, satisfactory driving record. i.e. no DUIs or reckless driving offenses, and proof of auto insurance.
• Must submit to a criminal background check.
• Bilingual/Spanish Speaking preferred.
• Strong preference for individuals with background in STEM or youth Leadership programs.

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.