



## **Girls Inc. of Alameda County Health and Sexuality (HEART) Program Leader**

### **Organizational Overview**

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

### **Position Overview**

The HEART program leader is a after school part-time dynamic professional who has youth programming and group facilitation experience with a passion for reproductive health and sexuality education and advocacy and working with adolescent girls of color using a trauma-informed and culturally responsive approach. The HEART program leader is responsible for and delivers high quality direct service for the 2019-20 school year. The HEART program leader is engaging, innovative and interactive gender-specific programming that includes comprehensive reproductive health and sexuality education, STI/HIV prevention and early intervention services aimed at positive female development, advocacy skills training and participation in sisterhood activities, field trips and youth-led community engagement and advocacy activities and projects. The HEART program serves girls in our downtown Oakland office and at our Concordia Park satellite site in East Oakland.

### **Major Duties and Responsibilities**

- Implement and facilitate HEART programming during weekly workshops with 2 cohorts of 20 high school girls at two Girls Inc. sites – the Simpson Center in downtown Oakland and Concordia Park in East Oakland.
- Co-facilitate Advocacy Skills curriculum and training to high school girls participating in the Girls Inc. advocacy programs.
- Facilitate workshops for the girls on sexuality, sexual and reproductive health education and advocacy
- Assist the program coordinator with planning and co-facilitating the SIHLE intervention model in small group sessions involving STI/HIV prevention and early intervention services for the SUN Project
- Effectively utilize prep time to prepare for program activities, lesson plans and events

- Facilitate the implementation of activities, trips, events and youth-led presentations in a youth development framework and philosophy with high school girls of color
- Assist the program coordinator with conducting recruitment and outreach strategies such as presentations at schools, health fairs, community events, etc.
- Work closely with the program coordinator to plan and facilitate peer retreats and other special events that build sisterhood among the girls
- Provide timely entry of all necessary data into the database and submit written timely end-of-the-month summaries on the HEART program to the coordinator for inclusion in monthly reports
- Work closely with the program coordinator to collect and report on all needed program/project-specific documentation, including demographic information
- Create and foster a safe, respectful, inclusive and collaborative learning environment with the girls, with other Girls Inc. programs, departments and volunteers in addition to community, school and agency partners
- Work as a team member of Community Programs and participate in mandatory weekly supervision, staff development, consultation, training and team meetings
- Work occasional evenings and weekends for events
- Support adult and teen volunteers and interns
- Perform other duties as need or assigned

#### **Qualifications**

- Commitment of at least the 2019-20 school year (August 19, 2019 – May 31, 2020)
- Experience working with girls and families representing diverse cultures, ethnicities, abilities and sexual orientation.
- Group facilitation, behavioral management and conflict resolution skills gained in a working with adolescent youth.
- Ability to motivate, excite, spark curiosity and self-discovery among young women toward advocacy and civic engagement
- Ability work cross-culturally with co-workers, partners, volunteers and interns
- Ability to create and maintain a culturally responsive, trauma-informed and safe space
- Collaborative, resourceful, self-motivating, creative, organized, and flexible.
- Availability to work occasional evenings and weekends for events.
- Knowledge of MS Word, Publisher, Excel, Outlook, Access and/or other data base applications.
- Ability to bend, lift, move up to 15 lbs.
- Background clearance from the Department of Justice
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.

**BENEFITS:** Employer pays standard medical plan and provides vacation, sick, and holiday pay.

**OTHER BENEFITS AVAILABLE:** Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

**To APPLY:** Email resume and cover letter to Kimberly Bradley, Sr. Director of Community Programs at [kbradley@girlsinc-alameda.org](mailto:kbradley@girlsinc-alameda.org)

**Please Note:** Employment is contingent upon TB clearance and clearance of the required fingerprints and criminal background check.

**Girls Inc. of Alameda County is an Affirmative Action/Equal Opportunity Employer**