JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HEART Program Leader</th>
<th>Division/Department:</th>
<th>Community Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-exempt</td>
<td>Reports to:</td>
<td>Advocacy and Health Program Coordinator</td>
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<tr>
<td>EEO &amp; WC Code:</td>
<td></td>
<td>Revision Date:</td>
<td>3/2020</td>
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<tr>
<td>Location:</td>
<td>Multiple sites</td>
<td>Compensation:</td>
<td>$16.00 per hour + Fringe Benefits</td>
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<tr>
<td>Supervises Direct OR Indirect:</td>
<td>None</td>
<td>Supervision Category</td>
<td>Individual Contributor</td>
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Position Overview
The HEART program is an interactive gender-specific program that includes comprehensive reproductive health and sex education, STI/HIV prevention and early intervention services aimed at positive female development, learning about gender and sexual identity and human sexuality as well as participation in sisterhood activities, field trips and youth-led community engagement/project. The HEART program leader is a part-time dynamic professional who has youth programming and group facilitation experience with a passion for reproductive health and sexuality education and working with adolescent girls of color using a trauma-informed and culturally responsive approach.

Major Duties and Responsibilities
- Implement and facilitate HEART programming during weekly workshops with a maximum 20 high school girls per site at multiple sites.
- Facilitate workshops for the girls on sexuality, sexual identity, sex 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, field 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. co-workers, programs, departments and volunteers in addition to community partners.
• Work as a team member of Community Programs and participate in mandatory weekly supervision, staff development, consultation, community programs department trainings and team meetings.
• Work occasional evenings and weekends for events as needed.
• Support adult and teen volunteers and interns.
• Perform other duties as need or assigned.

Qualifications
• Experience working with adolescent youth and families representing diverse cultures, ethnicities, abilities and sexual orientation.
• Group facilitation, behavioral management and conflict resolution skills gained in working with youth development and/or afterschool programs.
• Ability to motivate, excite, spark curiosity and self-discovery among young women toward advocacy and civic engagement.
• Ability work cross-culturally with co-workers, girls, 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.
• 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.
• Availability to work occasional evenings and weekends for events.
• A valid California Driver’s License.
• Bilingual Spanish/Cantonese/English preferred.