JOB DESCRIPTION

Position Overview

The Advocating Change Together (ACT) Program is a hands-on social justice advocacy and civic engagement program that focuses on: 1) training girls in advocacy, social justice issues and systems of oppression impacting young people in the Oakland communities and 2) assisting girls to identify, research and implement a civic engagement project. Through interactive and intentional learning activities and opportunities, girls develop skills in advocacy, leadership, public speaking and project planning. Formats for the program includes weekly group sessions, leadership workshops and trainings, youth-led discussions and community events, guest speakers and intentional and informative fieldtrips, in person and/or virtually. **The ACT program leader will be able to make a commitment to work the 2020-2021 academic school year.**

Major Duties and Responsibilities

- Implement and facilitate ACT curriculum and programming during weekly workshops, in person and/or virtually, with 2-3 cohorts of a maximum of 20 high school girls of color per site at multiple sites.
- Implement and facilitate additional Advocacy and Health grant-based curricula/programs as assigned.
- Facilitate workshops for the girls on social justice education, leadership skill development and advocacy.
- 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.
- 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 and co-workers.
- Provide timely entry of all necessary data into the database and submit written timely end-of-the-month summaries on the ACT 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, school and agency partners.
- Work as a positive 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 as needed for events.
- Support adult and teen volunteers and interns when applicable.
- Perform other duties as need or assigned.

Qualifications

- **Commitment to work the 2020-21 academic school year.**
- **Ability to work 2:00-7:00pm M-TH; 10am-4pm Fri**
- Ability to work remotely and facilitate programming virtually.
- Experience working with or volunteering with high school aged youth
- Experience working with girls and families representing diverse cultures, ethnicities, abilities and sexual orientation.
- Strong 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 social justice advocacy and civic engagement.
- Ability to work cross-culturally with co-workers, girls, partners, and/or volunteers.
- Ability to create and maintain a culturally responsive, trauma-informed safe and supportive space.
- Collaborative, resourceful, self-motivating, creative, organized, and flexible with a growth mindset.
- Knowledge of MS Word, Publisher, Excel, Outlook, Access and/or other database applications.
- Ability to bend, lift, move up to 15 lbs.
- Background clearance from the Department of Justice.
- Must be able to work occasional evenings and weekends as needed for events.
- A valid California Driver's License.