

## College Readiness Program Leader

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by 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 interventions in elementary school and exciting hands-on STEM and STEAM 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. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

The College Readiness Senior Girls Program Leader position is a part-time position, at 26 hours per week, that supports our 12<sup>th</sup> grade girls to graduate high school, apply for scholarships and colleges and be ready for the college experience. The Senior Girls program leader facilitates the seniors' program and workshops designed to: 1) support the development of cognitive skills needed for the scholars to thrive in college; 2) support the development of key content knowledge; 3) support the development of self-management skills; and 4) increase knowledge about post-secondary education and careers. The Senior Girls program leader will be responsible for facilitating 2 cohorts of 15 scholars per week at the downtown Oakland site and will be able **to commitment to work the 2022-2023 academic school year.**

### Job Summary

- Design and implement weekly program workshops during the school year for high school senior girls
- Develop and maintain relationships with 12<sup>th</sup> grade girls by demonstrating compassion, respect, and high expectations while assisting them in determining their interests and passions and how that can relate to college and career opportunities
- Support and monitor development of college readiness skills for high school senior girls that will enable their success in post-secondary education



- Review high school schedules/classes to determine if they meet college entry requirements and set a course of action to ensure the girl meets academic requirements for college entry.
- Review grades to determine if they meet college GPA requirements and determine course of action including referring to appropriate support services
- Set goals with girls and action plans around their goals
- Assist in engaging and providing information to parents regarding college application and financial aid process and in planning for girls' college experience
- Assist with the implementation of college workshops for girls and parents including: FAFSA and scholarship processes; transition to college workshop series to build on self-management strategies, and knowledge of post-secondary education; college showers; college readiness for parents
- Assist with field trips to colleges, college round tables and the college shower
- Assist with the planning and coordination for sisterhood events
- Perform other duties as assigned in person or in virtual workspace.

## About You

- **Commitment to work the 2022-2023 academic school year.**
- **Ability to work 1:00-7:00pm M-TH; 10am-2pm Fri**
- Bachelor or Associate Degree; working toward bachelor's degree
- Experience working with and/or volunteering with high school aged youth and their 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, girls, partners, volunteers, and interns
- Ability to create and maintain a culturally responsive, trauma-informed, and safe space
- Knowledge of equity issues affecting girls and young women especially around educational equity and access.
- Excellent verbal and written communication skills.
- Must be willing to work occasional evenings and weekends as needed for events.
- Bilingual (English/Spanish/Cantonese) highly desired.
- Collaborative, resourceful, self-motivating, creative, organized, and flexible.
- Knowledge of MS Word, Publisher, Excel, Outlook
- Ability to bend, lift, move up to 15 lbs.
- Background clearance from the Department of Justice
- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.



## What We Offer

- Compensation: *Base \$17.00 per hour at 24 hours per week*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

## Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

