

CAN Jr. Program Leader **[Afterschool College Readiness Program Facilitator for Juniors]**

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 *Afterschool College Readiness Program Facilitator for Juniors*, or CAN Juniors Program Leader, is a part-time position to support our 11th grade scholars to graduate high school, explore careers and college majors, apply for colleges and scholarships and be ready for a college experience. The CAN Juniors Program Leader is responsible for and facilitates the juniors' program 2 days and workshops designed to: 1) support the development of cognitive and non-cognitive skills needed for girls 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. The Juniors program leader will be responsible for facilitating 2 days a week, 2 cohorts of 15-20 girls each per week, potentially at multiple sites, in person and/or virtually, and will be able **to make a commitment to work the rest of the 2023-2024 academic school year.**

Job Summary

- Facilitate, in person and/or virtually, weekly school year workshops for high school junior girls and gender expansive youth at multiple sites.
- Develop and maintain relationships with 11th grade girls and gender expansive youth 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 junior scholars that will enable their success at high school graduation and in post-secondary education.
- Review high school schedules/classes to determine if they meet high school graduation and college entry requirements and set a course of action to ensure the program participant meets academic requirements for college entry.
- Review grades and work with school counselors/teachers as needed to determine if scholars meet HS A-G requirements and college GPA requirements and determine course of action including referring to appropriate support services.
- Set goals with scholars and action plans around their goals.
- Assist in engaging and providing information to parents in planning for scholars' college experience.
- Assist with the implementation of college prep workshops for participants and parents to build on self-management strategies, harm reduction strategies, and knowledge of post-secondary education, and college readiness for parents.
- Assist with field trips, SAT prep classes, and academic assistance/tutoring.
- Assist with the planning and coordination for sisterhood events.
- Work as a positive team member of Community Programs and participate in mandatory weekly individual supervision, staff development, consultation, training, department and team meetings.
- Must be able to work occasional evenings and weekends as needed for events.
- Perform other duties as need or assigned in person or virtual workspace.

About You

- **Commitment to work the rest of the 2023-2024 academic school year.**
- **Ability to work 1:30-7:00pm M-TH; 10am-2pm Fri.**
- Bachelor or Associate Degree; working toward bachelor degree.
- Ability to work remotely and facilitate programming virtually as needed.
- Experience working with and/or volunteering with high school aged youth and families representing diverse cultures, ethnicities, abilities, and sexual orientation.
- Group facilitation, behavioral management and conflict resolution skills gained in working with adolescent youth.
- Ability work cross-culturally with co-workers, youth, parents, community partners, volunteers, and interns.
- Ability to create and maintain a culturally responsive, trauma-informed, and safe space for girls to experience during programming.
- Excellent verbal and written communication skills.
- Knowledge of equity issues affecting participants especially around educational equity and access.
- Must be able to work occasional evenings and weekends as needed for events.
- Bilingual (English/Spanish/Cantonese) is a plus.
- 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. of Alameda County.

What We Offer

- Compensation: *Base \$18.50 to \$20.00 per hour at 28 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, political belief, 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.

To apply send resume and cover letter to kbradley@girlsinc-alameda.org.

