

ACT Program Leader [Teen Social Justice Advocacy]

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 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 Teen Social Justice Advocacy Program Facilitator, or ACT program leader, will be able to make a commitment to work the current academic school year.**

Job Summary

- Implement and facilitate ACT and HER curriculum and programming during weekly workshops, in person and/or virtually, with 2-3 cohorts of 10-20 girls and gender expansive youth of color per site to be delivered at multiple sites.
- Learn and facilitate/co-facilitate curriculum and training to high school girls and gender expansive youth participating in Advocacy and Health programs.
- 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 and HER 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 in person or virtual workspace.

About You

- **Committed to working the current academic school year.**
- **Able to work 2:00-7:00pm M-TH; 10am-4pm Fri, some evenings and weekends as needed for events and field trips.**
- Ability to work remotely and facilitate programming virtually.
- Experienced 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.

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.

more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

