<table>
<thead>
<tr>
<th>Job Title</th>
<th>RISE! Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/ Agency</td>
<td>The Women’s Resource</td>
</tr>
</tbody>
</table>
| **Job Description** | RISE! (Your Road to Independence, Success and Empowerment) is a four-year program that helps high school girls realize their potential, identify their personal values, manage personal finances, recognize their leadership skills and plan for their future goals. It is the only program in Houston for high school girls that combines the life skills training necessary for leadership and professional success with the financial education that is critical for personal success. **Duties include, but are not limited to:**  
  - Deliver RISE! Curriculum at assigned RISE! school location or on virtual platform on a weekly basis at assigned day/time  
  - Follow all RISE! school location rules and requirements  
  - Communicate effectively with diverse populations to include: partner schools, program participants, and volunteer guest speakers  
  - Meet with The Women's Resource (TWR) RISE! Program Manager and other facilitators for meetings and trainings throughout the semester, including weekly staff meetings  
  - Review weekly lesson and prepare materials before each RISE! class and be able to adapt the lesson plans to fit the individual school environment  
  - Communicate with students outside of class for attendance reminders, check-ins, and additional support  
  - Pick up and drop off RISE! materials and resources for classes at TWR  
  - Discuss openly with The Women's Resource RISE! Program Manager and other facilitators any problems, solutions, and improvements for an optimal RISE! experience  
  - Be at your assigned school at least 30 minutes early each week or on virtual platform at least 15 minutes early  
  - Ensure quality of the class(es) you are facilitating by encouraging attendance, engaging participants in each lesson, and addressing any problems as they arise  
  - Follow RISE! curriculum as presented in the facilitator notebook and draw connections between classes  
  - Show an interest in and get to know each participant  
  - Submit data, including attendance, within 24 hours of each class  
  - Review required forms with RISE! participants and ensure they are turned in to the RISE! Program Manager in a timely manner  
  - Observe other RISE! facilitators during the semester |
| **Qualifications** | **Qualifications**  
  - Must enjoy working with high school girls. Prior experience working with teens is a plus  
  - The ability to demonstrate patience, professionalism, and tact in interpersonal communication  
  - Excellent organizational, verbal, written, and interpersonal communication skills  
  - Flexible and able to adjust schedule and lessons as needed  
  - Dependability and accountability are a must  
  - Ability to recognize strengths in individuals and systems, and motivate others |
- Must have reliable transportation
- Open to female undergraduate juniors and seniors, graduate students, postgraduates and/or females who are mid-career
- References are required, along with a background check
- Bilingual (Spanish Speaking) is a plus

### Salary/Hours
Part-time hourly position between 10-20 hours weekly; Salary commensurate with experience

### Employer/Agency
The Women’s Resource

### Address
730 N. Post Oak Rd., Suite 203

### City, State, Zip
Houston, TX 77024

### Contact Person
Maria Pickett

### Contact Title
RISE! Program Manager

### Fax Number
713-622-2774

### Email Address
mpickett@thewomensresource.org

### Application Method
**Application Process**
Applications reviewed as received. Priority deadline for applications is June 14, 2021.

- Please attach/send your answers to all three questions below - maximum of one page, single spaced for each question (12 pt font):
  1. Describe your leadership experience and facilitation skills. Please highlight your work with youth.
  2. Why are you interested in being a RISE! Facilitator?
  3. How would you motivate the participants in your RISE! class, so they come excited to learn?
- Please attach/send information for two professional (non-family) references.
- Please attach/send your personal resume.

### Opening Date
Immediately

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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.