

POSITION ANNOUNCEMENT  
**RISE! FACILITATOR**

## Background

The Women's Resource of Greater Houston helps women and girls make choices toward becoming independent, productive, and financially stable. We fulfill our mission by offering classes that teach women and families about banking, saving, budgeting, credit management, and goal setting. We believe these valuable life lessons are best learned young and RISE! was created to address this need as early as possible in a young woman's life.

**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.

## 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, post graduates and/or females who are mid-career
- References are required, along with a background check
- Bilingual (Spanish Speaking) is a plus

## 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

**Position Opening Date:** Immediate

**Part-Time Position**

The RISE! Facilitator position is a part-time position. We are currently hiring for the 2021-2022 school year, but are looking for qualified applicants with an interest to continue in the position beyond this next academic year. For each cohort, we expect you will work up to 10 hours per week for 8-10 weeks each semester. There is the option of leading one or two cohorts each school year.

**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.

Applicants may email, mail or fax their **(1) question responses, (2) resume** and **(3) references** to:

Maria Pickett, RISE! Program Manager  
The Women's Resource of Greater Houston  
730 N. Post Oak Rd. Suite 203  
Houston, TX 77024  
Fax: 713-622-2774  
mpickett@thewomensresource.org

**Only qualified applicants that submit ALL documents requested above will be considered.**

*We appreciate your interest in our organization.*

*The Women's Resource of Greater Houston is an equal opportunity employer.*

730 N. Post Oak Rd., Suite 204 • Houston, TX 77024 • [www.thewomensresource.org](http://www.thewomensresource.org)