



**IDENTITY, INC.**

<b>Position Title:</b>	<b>Program Facilitator</b>
<b>Supervisory Responsibilities:</b>	<b>None</b>
<b>Budget Responsibilities:</b>	<b>None</b>
<b>Reports To:</b>	<b>Policy and Community Engagement Manager</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>
<b>Date:</b>	<b>June 5, 2018</b>

**POSITION SUMMARY:**

Facilitates or co-facilitates a leadership development program with groups of up to 20 parents. Responsibilities include assisting with preparing and running sessions, performing data entry, filing and undertaking other administrative work as necessary.

**PRIMARY RESPONSIBILITIES:**

1. Plans and implements sessions alone or with co-facilitators in accordance with curriculum. Arranges creative and engaging events and activities for program participants. Arrives to all sessions on time and prepared.
2. Keeps participants well informed of program activities. Compiles necessary material for program sessions.
3. Performs administrative functions including data entry, filing, and session material preparation.
4. Establishes and maintains a strong network of professional relationships with school administration, teachers, and staff.
5. Recruits eligible participants to assist with program activities.
6. Uses database to record client interactions, services, and resources. Maintains accurate and complete data for documentation of activities.
7. Maintains regular contact with program participants creating group and individual community engagement plans. Identifies community allies to support parent projects.
8. Drafts fact sheets and other written advocacy documents as needed on agenda priorities. Performs research on advocacy topics.
9. Attends and actively participates in required trainings, meetings and presentations.
10. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to the workplace and shares ideas and suggestions.

**SECONDARY RESPONSIBILITIES:**

1. Translates information to/from English/Spanish.
2. Updates program material as needed.
3. Communicates with teachers, counselors, and administrators to stay informed about school opportunities, academic groups, school safety, and client success.
4. Performs other duties as assigned, required, or needed.

**EDUCATION AND EXPERIENCE:**

- Some college preferred. Additional education and training in social and human services preferred.
- 1+ year working with community outreach/enrichment program(s). Experience community organizing preferred.
- Must be able to pass federal criminal background check and Child Protective Services background check.
- Must complete the following trainings upon hire: Child Protective Services, HIPAA, CPR/First Aid

**SKILLS AND ABILITIES:**

- Bilingual English/Spanish required.
- Knowledge of leadership development and power building models as well as an ability to lead a group of adults from a variety of backgrounds.
- Builds rapport with others and demonstrates strong customer orientation.
- Can prioritize and organize multiple projects to meet deadlines with effective and efficient use of resources.
- Maintains patience and demonstrates ability to work under pressure and handle emergencies with composure.
- Is able to diffuse situations with minimal disruption and garner trust from others.
- Possesses the technical knowledge and abilities to perform job responsibilities while demonstrating a high skill level as well as reliability.
- Practices with a concrete set of ethics and principles.
- Demonstrates sound judgment in handling individual and group situations.
- Thrives in a fast-paced environment with independent and team-based projects.
- Proficient in Microsoft Office and comfortable with database management and data collection systems.

**WORK ENVIRONMENT:**

- Team oriented and fast-paced environment.
- Valid driver's license required.
- May require continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 50% of the workday.
- The ability to lift and move up to 25 lbs.
- Requires light physical activity.
- Must be able to work a flexible 30-hour workweek including evenings and weekends.
- Semi-private office or open work area with controlled air temperature, noise and occasional interruptions.