Position Title: Empowerment Program Specialist
Supervisor: Executive Director
Job Status: Full-time/Non-Exempt

To Apply: Interested applicants should send a cover letter and resume to ywrc@ywrc.org. Applications will be reviewed as received.

Summary of Position:
The Empowerment Program Specialist coordinates and implements the YWRC's Empowerment programming within the schools and onsite. Empowerment programming includes six session in-school Empowerment Groups, weekly year-round After School groups onsite, bi-annual client events, and summer programming. All empowerment programming is delivered through gender-based, resiliency-focused curriculum including but not limited to the following topics: feminism, reproductive health, healthy relationships, self-esteem, body image, self-care, and healthy coping skills.

This role will include coordination and facilitation of the Black Girl Magic After School group.

Organizational Summary:
The Young Women’s Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-21. YWRC participants include anyone who identifies or has been socialized as a girl. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC’s unique structure features two branches of services – Empowerment and Young Moms – to better serve the members of our community throughout various stages of life. The YWRC believes in the importance of intersectional feminism, advocacy, trauma responsiveness, community, and accessibility.

The YWRC is an agency that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity, and sexual orientation. The YWRC strives to build, maintain, and support a staff that reflects that diversity. The YWRC strongly encourages people of color, members of the LGBTQIA+ community, and people from different socioeconomic backgrounds to apply.

Team Responsibilities
This position works closely within a team of Empowerment Specialists. The below set of responsibilities is divided and shared across members of the team based on team members’ skill set, interest, and/or capacity. Specific responsibilities may rotate over time as collectively determined by the Empowerment Team.

- Schedule in-school groups with school contacts for all facilitators.
- Lead community outreach and collaborative partnerships as pertaining to empowerment programming.
- Lead coordination of annual client events.
- Lead coordination of annual summer program.
- Develop and schedule regular team building meetings and initiatives.
- Provide primary assistance to Fund Development Coordinator/Data Director on all grants/reports pertaining to empowerment programming.
- Train and provide guidance to new Empowerment staff.
- Supervise interns and other relevant YWRC volunteers as appropriate to fulfill job duties. This may include coordinating volunteer shifts, training volunteers on tasks specific to role, and minor volunteer supervision work with the Volunteer Coordinator.
Individual Responsibilities

Facilitation
- Provide culturally-specific programming in the form of the Black Girl Magic group. Black Girl Magic is a group for Black girls to discover and celebrate their culture and roots. This group explores the ways in which their Blackness shapes life experiences.
- Develop positive relationships with clients.
- Prepare for and facilitate Empowerment groups within schools, after school programs at the YWRC, and summer programs.
- Create and implement curriculum and meet targets as indicated by grant requirements and the agency strategic plan.
- Maintain confidentiality.

Reporting
- Collect all necessary paperwork from clients.
- Enter client information into Efforts to Outcomes (ETO) database.
- Report suspected child abuse to Department of Human Services.

Additional Responsibilities
- Effectively communicate with collaborators (school personnel, case managers, etc.)
- Provide general support and guidance to new team members, volunteers and interns as needed.
- Stay current on trends and best practices related to youth.
- Maintain awareness of community resources and make referrals as necessary.
- Attend regular Collaborative Team Meetings with Empowerment staff.
- Attend agency meetings and additional staff trainings as necessary.
- Support YWRC fundraising events.
- Support YWRC marketing and communication efforts.
- Any other duties as assigned.

Required Knowledge, Skills, Abilities:
- Knowledge of history and cultural experience within the Black community.
- Align with YWRC mission, vision, and values.
- Bachelor's Degree or equivalent experience of 3 years or more.
- One or more years of experience working with a diverse population of youth.
- Possess proficient computer skills.
- Valid driver's license, automobile insurance, and access to personal vehicle.
- Ability to obtain mandatory reporter certification.

Preferred Knowledge, Skills, and Abilities:
- Strong interpersonal, communication and relationship building skills.
- Organized, flexible, creative and energetic.
- Exhibits professionalism and respect towards clients: prompt communication and follow through as well as caring and respectful in communication.
- Responds to challenging comments and behavior from participants with compassion and patience.
- Demonstrates a constant commitment to improve and innovate with curriculum development and social justice.
- Experience in group facilitation.
- Knowledge of/trained in feminist and reproductive health curricula.
- Familiarity with Trauma Informed Care.
YWRC Behavioral Expectations/Accountabilities:

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity, and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what’s right instead of concentrating on what’s wrong. When interpersonal issues arise talk directly to the individual. Do not discuss it with everyone else and spread discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC’s mission, vision, and values. Demonstrate confidence in YWRC throughout the community.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Finger dexterity.
- Repetitive motion of wrists, hands, and/or fingers.
- Lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, volunteers, board members and vendors.
- Ability to drive a vehicle/ provide proof of driver’s license and vehicle insurance.

Environmental Concerns:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening and weekend functions is required.
- Infrequent overnight travel may be required.

Revised: 7/2019