



To Apply: Please send resume and cover letter to ywrc@ywrc.org

Position Title: Empowerment Program Assistant
Supervisor: Empowerment Program Coordinator
Job Status: Part-time (\$10/hr.), Non-Exempt, Temporary position for FY 16/17 school year

Summary of Position:

The Empowerment Program Assistant will serve as an integral member of the Empowerment Team, actively implementing small group programs for girls within the schools and at the YWRC.

The Empowerment Program Assistant will work closely with:

- YWRC Staff
- YWRC Volunteers
- YWRC Partners and Collaborators

Essential Job Functions:

Facilitation

- Prepare for and facilitate Empowerment groups in the schools and After school groups at the YWRC
- Develop positive relationships with clients
- Effectively communicate with staff and collaborators
- Collect all necessary paperwork and document clients progress
- Enter all client information in database (ETO)
- Implement activities as indicated by grant requirements

Additional Duties

- Actively participate in Empowerment Team and YWRC staff meetings
- Meet regularly with Empowerment Program Coordinator
- Assist with other YWRC-related projects and administrative duties such as answering phones, prepping for craft projects, setting up snack, running program related errands, etc.
- Build and maintain awareness of YWRC and community resources
- Participate in gender-specific trainings as offered
- Gain an in-depth understanding of the Girls Circle Curriculum, evaluation tools and processes; administer evaluations
- Research current trends impacting young women ages 10-21
- Any other duties as assigned

Knowledge, Skills and Abilities:

- Bachelor's degree holder looking for additional experience; Undergraduate students studying: Social Work, Human Services, Child, Adult, and Family Studies, Sociology, Psychology, Women's/Gender Studies, Education, or other related helping fields – or equivalent work experience.



- One or more years of experience with youth
- Proficient computer skills
- Strong interpersonal, communication and relationship building skills
- Organized
- Flexible
- Creative and energetic
- Accepting of all clients
- Valid driver's license and automobile insurance
- Access to reliable transportation.
- Ability to obtain mandatory reporter certification within two weeks of orientation

Preferred but not required skills:

- Experience in group facilitation
- Bilingual
- Background in women's studies/knowledge of women's issues.

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.

- Ability to sit and move around the work area.
- 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.
- Dependable attendance required – must be reliable and punctual.

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.