

Job Title: **Empowerment Program Facilitator**  
Revision date: June 2022



## Summary

Be a part of our mission! We are on a mission to eliminate racism, empower women, stand up for social justice and strengthen communities. YWCA Great Lakes Bay Region (GLBR) is seeking a new hire who will facilitate our Women's Empowerment Program and provide case management to program participants in Bay, Midland, and Saginaw Counties. Desired candidates will have the ability to effectively collaborate with our team and facilitate our programs to guide participants to successful outcomes. This is a part-time position (29 hrs per week) at \$20-23/hr. depending on experience. Benefits: Wellness Program.

**YWCA Great Lakes Bay Region is an equal opportunity employer. We are committed to inclusivity and encourage qualified candidates from all cultures and communities to apply.**

## Empowerment Program Facilitator Job Duties and Responsibilities:

- Facilitate empowerment curriculum and programs to ensure we meet the needs of the women that we serve
- Provide case management, client engagement, and performance tracking using database software.
- Maintain accurate records of enrollment, attendance, and client progress, including providing regular reports on goal progress for each program
- Represent the YWCA GLBR in a positive and professional manner to clients, partners, as well as the public
- Assist with organizational duties and other duties as assigned by the Program Director or Executive Director.

## Required Qualifications

- Minimum of a Bachelor Degree required with 2+ years of experience in education, human services, or a related field. Significant experience in a similar position and institution(s) may substitute for a degree.
- Experience facilitating conversations and leading classroom discussions
- Experience working with clients that are affected by issues including neglect, substance abuse, domestic violence, and mental health challenges
- Ability to efficiently and independently maintain detailed and accurate records and to conduct timely database entry is required.
- Strong knowledge of Microsoft Office and Google Suite
- Excellent oral and written communication, including presentation skills
- Friendly, enthusiastic and professional demeanor
- Interest in working with a small mission-driven organization

- Ability to occasionally work evenings for programs or events.

### **Desired Qualifications**

- Knowledge of and interest in racial justice and women's empowerment
- Experience facilitating discussions or teaching
- Experience working with underserved populations

### **To Apply**

Submit cover letter with resume by July 8, 2022 to [info@ywcaglbr.org](mailto:info@ywcaglbr.org). Incomplete applications will not be considered.