

Program Facilitator – College & Career Job Description



Position Summary

The College & Career Facilitator supports Girls Inc. of Delaware's high school and postsecondary leadership pipeline by delivering program curriculum, workshops, and enrichment activities. This role works directly with the Program Lead – College & Career Pathways to implement the High School program, Project Accelerate (PA), and College Clubs. The Facilitator helps ensure participants gain the skills, networks, and confidence to thrive in education, careers, and leadership.

Primary Responsibilities and Time Allocation:

Program Facilitation & Delivery (60%)

- Facilitate HS and PA sessions across assigned high schools and with college-aged cohorts.
- Support students with leadership, identity, and future planning activities.
- Administer pre/post assessments and collect attendance data.
- Plan and implement workforce readiness training for high school and postsecondary girls

Event & Enrichment Support (20%)

- Assist in planning and implementing career readiness events.
- Support guest speakers, facilitators, and community partners during events.
- Help coordinate logistics and participant communication.

Data & Evaluation (15%)

- Enter attendance, outcomes, and survey data into Compass 360.
- Track participant engagement, mentorship, and scholarship access.
- Support reporting requirements for grants and internal metrics.

Collaboration & Communication (5%)

- Provide regular updates to the Program Lead – College & Career.
- Share success stories, photos, and program highlights for communications.
- Build relationships with school staff, caregivers, and mentors.

Qualifications:

Required

- 1–2 years of experience in youth facilitation, mentoring, or education.
- Strong communication and group management skills.
- Proficiency in Google Workspace, Microsoft Office, and Compass 360.
- Ability to work evenings/weekends and travel to program sites.

Preferred:

- Experience supporting high school or first-generation college students.
- Knowledge of trauma-informed and culturally responsive approaches.
- Familiarity with Girls Inc. programming, principles, or systems.

Work Environment

- \$16 - \$18 per hour
- Full-time or Part-time
- In-person, with evening/weekend programming as needed
- Travel required across statewide program sites