

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

Metrics:

- Deliver 100% of assigned sessions with fidelity.
- Submit 100% of logs and case notes into Compass 360 within 5 business days.

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.

Metrics:

- Support at least 3 large-scale program events annually (e.g., Women Who Lead, DC College Trip).
- Contribute to at least 3 community-facing events per year.
- Collect and submit event feedback within 7 business days.

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.

Metrics:

- Ensure 100% of participant data entered within 5 business days.
- At least 80% of participants complete surveys or assessments.
- Submit monthly data summaries to Program Lead.

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.

Metrics:

- Provide 1 program highlight per quarter.
- Maintain effective communication with program partners.
- Achieve 90% satisfaction ratings from participants and partners.

Qualifications:

Required

- 2-3 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

- Pay: \$17 – \$20 per hour
- Part-time
- Full Year Availability: Monday through Friday from 2:00 PM to 5:30 PM.
- Saturday Availability (School Year): 1st and 4th Saturday of each month from 9:00 AM to 3:00 PM.
- July Availability: Monday to Friday from 7:30 AM to 5:00 PM.
- In-person, with evening/weekend programming as needed