



JOB TITLE: Program Facilitator
REPORTS TO: Program Manager
TIME: 10+ hours per week
LOCATION: St. Louis
START DATE: January 20, 2023

JOB OVERVIEW

Black Girls Do STEM is looking for a local Program Facilitator who will be responsible for assisting with ensuring smooth and proper functioning of current programs, and assessing issues & risks of the Black Girls Do STEM programs. The Program Facilitator will also be responsible for planning, preparing and delivering instructional activities that facilitate active learning experiences using the provided curriculum and lesson plans.

Are we looking for YOU?

If this is you, this amazing opportunity to impact the lives of young black girls awaits you. Because you are passionate about scholarship, training, empowerment & equity, and the mentorship of young girls you will thrive in this position and environment.

Your role will be to support the mission and ongoing delivery of Black Girls Do STEM content, facilitate workshops, meetings and any other scholar related engagements.

Interested in knowing more about us?

Black Girls Do STEM's mission is to trigger an increased curiosity through deliberate education, access and opportunity of Science, Technology, Engineering and Mathematic (STEM) within the minds of black girls in every community. We envision a "new normal" when there is equitable representation of black women across all STEM Fields. We support this mission through our programming.

For more information about Black Girls Do STEM, visit www.bgdstem.com

Apply TODAY! Please upload your resume/credentials at the application link here
[Program Facilitator Resume Upload](#)

If this sounds like you, we'd love to hear from you.

Key roles and responsibilities

- Proper planning, preparation and delivery of instructional activities that facilitate active learning experiences using the provided curriculum and lesson plans
- Assist with ensuring smooth and proper functioning of current programs, assessing issues & risks

- Prepare classrooms for class activities
- Instruct and monitor students in the use of learning materials and equipment
- Observe and evaluate student's performance and development
- Encourage and monitor the development of individual students
- Create and maintain an environment that is conducive to learning and personal growth
- Assess program strengths and identify areas of improvement
- Offer insight and feedback to Site Coordinator for sustaining relevant, effective, and fun programs
- Communicate to the Site Coordinator in the event of necessary absences from programs/classes
- Participate in trainings and other professional development opportunities to stay abreast of best practices and trends
- Complete and submit required documentation and reports (Including providing pictures and stories of program successes)

KEY TRAITS AND SKILLS

- Excellent written and verbal communication skills
- Strong attention to detail and troubleshooting skills
- Familiarity with latest workplace technologies, including VoIP, online calendars and email support software
- Strong working knowledge of business software (Microsoft Suite, Google Suite, Zoom, Hiver, Smartsheets, etc)
- Comfortable working in a fast-paced environment (can move from one-task to another quickly and continuously; can juggle and prioritize multiple tasks)
- Strategic and critical thinker
- Team player and collaborative in solutioning
- Self-starter that can execute to the finish line

EDUCATION and/or EXPERIENCE

- Some post-secondary education or similar work experience (Bachelor's Degree preferred)
- Minimum 2 years of experience in a community-based youth programming
- Experience working in underserved communities, schools, or community-based agencies
- Ability to work independently and as part of a team
- Proficient with technology

Black Girls Do STEM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.