

Young Women's Resource Center (YWRC)
818 5th Ave Des Moines, IA 50309

Position Title: Bilingual Empowerment Program Specialist - Spanish
Supervisor: Empowerment Program Manager
Job Status: Full-time/Non-Exempt
Salary: \$37,000-\$41,000 (dependent on experience)
Hours: 40 hours a week; flexible schedule
To Apply: **Submit cover letter and resume to ywrc@ywrc.org**

Summary of Position:

The Empowerment Program Specialist coordinates and implements the YWRC's Empowerment programming within the schools and onsite. Empowerment programming includes in-school Empowerment Groups, onsite After School Groups, participant events, and summer programming. All Empowerment programming is delivered through gender-based, resiliency-focused curriculum including but not limited to the following topics: feminism, reproductive health, healthy relationships, self-esteem, body image, self-care, and healthy coping skills. This individual will **value differences**; be **participant focused**, **instill trust** in participants, co-workers, volunteers, and community members; demonstrate exceptional **collaboration** and interpersonal skills; and be an **effective communicator**. This position requires strong initiative, **situational adaptability**, and the ability to work well independently and with teams to **ensure accountability**.

Organizational Summary:

The Young Women's Resource Center (YWRC) is a non-profit organization that supports, educates, and advocates for participants ages 10-24. It is the mission of the YWRC to empower participants to be strong, self-confident, and resilient. YWRC participants include anyone who identifies or has been socialized as female. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features three branches of services, Counseling, Empowerment, and Young Moms, to better serve the members of our community throughout various stages of life. YWRC values equity, resiliency, accessibility, community, and advocacy.

The YWRC is an agency that serves and celebrates participants with a diverse range of identities including race, culture, ethnicity, class, religion, physical ability, gender identity, and sexual orientation. The YWRC strives to build, maintain, and support a staff that reflects that diversity. The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.

Team Responsibilities:

This position works closely within a team of Empowerment Specialists, Program Manager, Assistant, and Interns. Excellent **collaboration** skills are desired. The below set of responsibilities is divided and shared across members of the team based on team members' skill set, interest, and/or capacity. Specific responsibilities may rotate over time as collectively determined by the Empowerment Team.

- Aid in community outreach and collaborative partnerships as pertaining to empowerment programming.
- Participate in planning and implementation of client events.
- Participate in planning and implementation of annual summer program.
- Train and provide guidance to new Empowerment staff, including Empowerment Assistant, Intern, or other relevant YWRC volunteers as appropriate to fulfill job duties.

Essential Job Functions:

Facilitation

- Develop positive relationships with participants and keep solutions **participant focused**.
- Prepare for and facilitate Empowerment groups within schools, after school programs at the YWRC, and summer programs.
- Create and implement curriculum and meet targets as indicated by grant requirements and the agency strategic plan.
- Maintain confidentiality.
- Collaborate with co-workers in a positive manner; cultivate and **instill trust** with others and **ensure accountability**.

Reporting

- Collect all necessary paperwork from participants.
- Enter information into participant database.
- Follow Agency Mandated Reporting Guidelines.

Additional Responsibilities

- Effectively **communicate** with collaborators (school personnel, case managers, etc.)
- Stay current on trends and best practices related to youth.
- Maintain awareness of community resources and make referrals as necessary.
- Attend regular collaborative team meetings with Empowerment staff.
- Attend agency meetings and additional staff trainings as necessary.
- Support YWRC fundraising events.
- Support YWRC marketing and communication efforts.
- Any other duties as assigned.

Required Knowledge, Skills, Abilities:

- Philosophical agreement with YWRC's mission, goals, values, and knowledge of gender issues.
- Bachelor's Degree or equivalent experience of 3 years or more.
- One or more years of experience with group facilitation and working with a diverse population of youth.
- Possess proficient computer skills.
- Ability to obtain mandatory reporter certification.
- Strong interpersonal, **communication**, and relationship building skills.
- Organized, flexible, **adaptable**, creative, and energetic.
- Pass all required criminal history background checks.
- Maintain a valid driver's license and auto insurance and access to personal vehicle.
- Adherence to our Guiding Principles, Mission, Core Competencies, and Confidentiality Policy.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of/trained in youth development, youth leadership, protective/resiliency factors, gender responsive, and/or reproductive health curricula.
- Experience in trauma responsive or trauma informed care.
- Certificated in CPR.
- Trained in Youth Mental Health First Aid.

YWRC 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; **valuing differences** and demonstrating cultural competency. 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.

- 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.

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.
- Occasional attendance at evening and weekend functions is required.
- Infrequent overnight travel may be required.