**Job Posting**

**Community Program Facilitator**

**July 2022**

About Pregnant with Possibilities Resource Center

Founded in 2015, Pregnant with Possibilities Resource Center’s (PPRC) mission is to provide culturally competent sexual health education, perinatal support, tools, and techniques that equip individuals to overcome barriers to give birth to their goals. Our vision focuses empowering all to excel by encouraging healthy decisions and improving birth outcomes in the communities we serve. Our programs and services are research-based, reflect best practices, and are designed by African American women for African American teens and young women who live in Cleveland and its southeast suburbs. *All services are free and confidential.*

Since receiving 501c3 nonprofit status in 2015, PPRC has served more than 350 clients and provided essentials items (diapers, wipes and formula) to over 850 Cuyahoga County families, combating the social determinants that lead to poor birth outcomes. Today, the organization sees between 150 and 2500 clients in Cuyahoga County. PPRC’s vision is to empower all to excel by encouraging healthy decision and improving birth outcomes in the communities we serve.

About the Position:

The Community Program Facilitator executes Pregnant with Possibilities’ grant funded programs to young ladies’ grades 6th – 12th and women that are pregnant or parenting. Program schedules vary but are typically 6–12-week series, primarily after school/early evening hours. Facilitation takes place at local sites including after-school settings, youth and community-based organizations and housing developments in specific areas of Cuyahoga County. In addition, the role is responsible for data collection and analysis related to participants, coordination with stakeholders as needed and report writing.

To be a successful facilitator, you should be driven to succeed, able to handle stress, and have excellent communication and interpersonal skills. You should be familiar with teaching or administrating curriculum to fidelity, must be organized and can work independently.

*Reliable transportation is required.*

Job Duties and Responsibilities:

* Organize the dissemination of Endless Possibilities and Making Opportunities Matter (M.O.M.) curriculum.
* Travel to various locations, maintain a flexible work schedule, and successfully manage various assignments simultaneously.
* Recruit for programs and meet enrollment metrics.
* Coordinate youth development activities with Program Manager.
* Communicate with school counselors/teachers/officials on student progress and participation.
* Communicate with clients to complete intakes, access needs and maintain proper storage and tracking guidelines.
* Coordinate parent engagement to include curriculum, special presentations, and

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 communication/ correspondence to parents regarding upcoming events, etc.

* Administer surveys, gather and compile data.
* Coordinate outreach activities involving stakeholders, businesses, and volunteers.
* Coordinate capacity-building activities and schedule of activities.
* Communicate special projects to community stakeholders.
* Coordinate speakers, special presentations, and personal testimonies.
* Oversee program activities, curriculum, and events.

Pay/Benefits:

The hiring range for this position is $35,000 - $45,000 per year depending on experience.

The position will receive generous company benefits to include health, dental, vision, as well as paid sick and vacation time.

To Apply:

Please complete our application survey by clicking [here](https://docs.google.com/forms/d/e/1FAIpQLSd5VsfB8PJzuTtU1OjTsguWbJ-qEaXP1rQQSuzs5OHPQoHcvw/viewform?usp=sf_link)[.](https://www.surveymonkey.com/r/ChiefAdminOfficer) Please note, you will be asked to complete a few questions, as well as upload your cover letter, resume and (3) three references.

Applications will be reviewed on a rolling basis. Please be assured that PPRC will not contact references until later rounds of interviewing and only with applicants’ explicit permission.

Interested parties are encouraged to submit application at their earliest convenience, but applications will be accepted until position is filled. No phone calls please.