



## JOB OPENING

**Title: Part-Time Program Facilitator**

**Location:** Holcombe Office (2403 Holcombe Blvd, St. Dominic Campus)

We are seeking a part-time Program Facilitator to join our team. The Program Facilitator delivers engaging and impactful educational experiences through the *Getting Ahead Program* curriculum, fostering personal and academic growth in participants. This role is dedicated to coordinating program logistics, supporting participant recruitment and engagement, and ensuring a supportive, inclusive environment that aligns with the organization's values.

This individual will work part-time, which includes days and evenings to facilitate the *Getting Ahead Program* sessions and complete programmatic activities applicable to the behavioral change program. Work is a combination of virtual and at the central office location. The position will report to the Program Manager and will be a member of the Programs team.

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

**Essential Responsibilities:**

- Deliver *Getting Ahead Program* curriculum sessions with a focus on creating an engaging and impactful learning environment.
- Plan and implement all aspects of program sessions, including securing appropriate venues, arranging the necessary technology and equipment, and ensuring all materials are prepared.
- Ensure a supportive learning environment that encourages personal and academic growth, aligned with the organization's mission and values.
- Support the design and implementation of program for GAP graduates and alumni participants.
- Maintain accurate records of participant attendance to ensure effective distribution of stipends.
- Conduct regular evaluations to assess program effectiveness, participants' outcomes, and overall impact.
- Keep detailed and up-to-date records of participant progress, program outcomes, and other relevant data.
- Work closely with the program team to enhance content, activities, and delivery methods.
- Execute outreach strategies to attract new participants by engaging with community organizations, educational institutions, and other relevant entities.
- Promote a welcoming and inclusive atmosphere that aligns with the organization's values and mission.

**Qualifications:**

- High School Diploma or General Education Degree (GED) required
- Associate's degree or equivalent from a two-year college or technical school preferred
- Proficient in Microsoft Word and other Office applications; Proficient in the use of Zoom virtual meeting platform
- Ability to work collaboratively with a diverse team of volunteers as well as independently

**Interested Applicants:**

- Submit your application: <https://jobapply.page.link/BC6Nx>