

## High School Program Facilitator

### About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

### IGNITE Structure

IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals and reports.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on national and content-area teams. IGNITE is on course to grow rapidly over the next 5 years with a strategic focus on expanding our reach to impact thousands more young women each year.

***The High School Program Facilitator will be a seasonal, part-time employee reporting to IGNITE's Director of High School Programs. This temporary position will serve high schools in XX with an expectation of approximately 10 hours of work per week for the duration of the 10-week instruction period.***

### THE POSITION:

IGNITE has age-appropriate curricula to train girls and young women to understand how government works, why it matters, and how to analyze the policy issues that impact their lives. High school girls meet with elected women and candidates from their communities, who become role models for success. We support young women as they grow their political knowledge, learn how to become civically engaged, and ultimately define their call to action.

The High School Program Facilitator is responsible for delivering IGNITE's high school curriculum and leading activities for participants at assigned high schools. Facilitators are required to work in a collaborative manner with IGNITE staff to safely and effectively instruct impact-driven lessons and activities. This individual will also have a pivotal role in being a role model and

mentor to IGNITE young women, promoting their development and confidence; motivating and inspiring young women to be civically engaged; and promoting their long-term involvement and providing evaluation and feedback to ensure our programs stay relevant to high school-aged young women.

Candidates will be expected to travel to program sites throughout XX; Access to reliable transportation for travel is required.

**Responsibilities:*****Program/Curriculum Delivery***

- Coordinate, deliver, and track IGNITE High School Curriculum to designated high school sites over two 6-week sessions in the 2023-24 fall and spring semesters for a minimum of 15 participants per session.
- Work to ensure that High School Program Sessions meet goals and objectives and create the desired outcomes. Identify and address inhibitors to progress and adapt, following the direction of the Director of High School Programs, when necessary.
- Coordinate the dates and times of IGNITE High School Program sessions at assigned site(s).
- Collect and submit participant attendance to the Director of High School programs by assigned deadlines.
- Assist participants with coordinating a service learning project at the end of each session.
- Ensure participants play a meaningful and active role in learning that reflects their interests, needs, and enthusiasm.
- Coordinate approved IGNITE High School Program events and/or field experiences, as needed.
- Assist in identifying speakers/presenters for IGNITE High School events as needed.
- Act as the main point of contact for IGNITE school advisor at assigned school site(s).
- Act as the liaison and meet with the parents, teachers, and/or school administration to answer questions about the IGNITE High School Program, as needed.
- Recognize and manage conflict situations with support from the Director of High School Programs.

***High School Chapter Delivery***

- Establish or support an IGNITE High School Chapter at assigned high school site(s) or community-based organization(s).
- Assist the high school chapter with identifying and recruiting potential chapter members if/when needed.
- Assist the chapter with identifying and training chapter E-board members, if/when needed.
- Provide leadership and ongoing development for the chapter E-board.

- Coordinate approved IGNITE High School Chapter events, as needed.

**Communication & Administrative Duties**

- Regularly document and share participant highlights and quotables from high school site(s) and events to support IGNITE's storytelling efforts
- Maintain communication with the IGNITE High School Program advisor and/or school designee regarding the program and events.
- Network with other schools and external partners linked with the IGNITE High School Programs, as needed.
- Ensure all documents to establish the school as a chapter are collected and submitted on time.
- Ensure all participants' enrollment forms, permission slips, and program evaluation surveys are collected and submitted promptly.
- Submit forms and invoices on or before the deadline.

**Qualifications**

- 1-2 years experience delivering youth leadership programming
- Specialized knowledge in youth developmental needs and experience a plus
- Motivating and inspirational verbal presentation style
- Ability to encourage genuine and respectful communications among program participants
- Demonstrated ability to positively engage young women
- Ability to work cooperatively in a team environment, sharing information, ideas and effective practices
- Remote-savvy technical agility and competency with Google Workspace.
- Familiarity with Asana or other project management tool(s).
- Commitment to the mission and values of IGNITE.
- An affinity for working with a culturally and politically diverse community.

**Job Type:** Temporary, part-time, on-site

**Compensation:** \$20/hour for a maximum of 10 hours/week for a 10 week session. The High School Facilitator will be required to submit weekly timesheets in accordance with IGNITE's payroll policies.

**To Apply:** Please send a resume and statement of interest in PDF format to Nicole Johnson, Director of High School Programs, at [nicole@ignitenational.org](mailto:nicole@ignitenational.org).

***IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.***

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not*

*limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*