

FAMILY LIFE PROGRAM FACILITATOR

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia. Our vision is to make vibrant communities where everyone can achieve their potential.

Our mission is to ensure that every person – no matter their race, past mistakes, or the circumstances of their birth – has access to a quality education, fulfilling work, and a healthy family life. To achieve our mission, we research ways to help remove barriers to opportunity in each of these pathways, promote our solutions to policymakers and the public, and help effective and innovative social enterprises deliver results in their communities. Our ultimate goal is to see every Georgian who is willing to seize the opportunities presented to them living a life that can be characterized as truly flourishing.

GCO is poised for growth. With offices in Peachtree Corners of metro Atlanta and Columbus, Georgia. GCO is a fast-paced, entrepreneurial, and highly collaborative environment. We have an opening for a Family Life Program Facilitator who is a self-starter, an independent worker, and a team player in a fast-growing organization.

The Family Life Program Facilitator is responsible for conducting Healthy Families Initiative (HFI) relationship classes in Gwinnett County and the surrounding metro Atlanta region. This position is part of GCO's family team and will report directly to the Vice President of Family. The Family Life Program Facilitator will maintain a comprehensive knowledge of the work the organization performs and will be able to communicate that work in a compelling fashion.

POSITION DESCRIPTION

The Family Life Program Facilitator will spend approximately 75 percent of their time facilitating relationship classes in Gwinnett County and the surrounding metro Atlanta region, and approximately 25 percent of their time providing administrative/clerical support to assist staff to successfully carry out the duties and responsibilities of the position. This includes sending and receiving correspondence, attending community classes, building and maintaining relationships in the community and any additional tasks not listed but are deemed necessary to the success of GCO. Due to the nature of our work in the community, working some evening and weekend hours will be required.

The Family Life Program Facilitator must have excellent interpersonal, written, verbal and organizational skills, including a working knowledge of the Microsoft Office Suite (i.e., Word, PowerPoint, and Excel), the Google Office Suite (i.e., Drive, Docs, Sheets, etc.), and Dropbox. It helps to have Salesforce experience but it is not required. Being bilingual is a plus for this position.

RESPONSIBILITIES

- Facilitate and co-facilitate healthy relationship classes
- Create and assemble materials for healthy relationship classes
- Provide program and classroom support to our community (i.e., collect and distribute surveys, gather feedback via pictures and videos, etc.)
- Maintain accurate updated rosters and metrics for ongoing classes and events
- Provide on-site support during special events, trainings, and informational meetings
- Maintain and update databases utilizing designated software programs (Mail Chimp, Trello, Get Feedback, Survey Monkey, Google, Dropbox, etc.)
- Maintain and update Resource Guide for Norcross and Peachtree Corners
- Contact participants and partners to get stories (if needed)

- Demonstrate professional behavior
- Assist creatively with marketing and promotions for workshops and events
- Ability to effectively present to, teach, and engage large groups in an online and or in-person classroom
- Demonstrate exceptional organization skills
- Maintain a strong relationship and open communication with other GCO staff members
- Ability to work independently and as a team member with all project partners and staff
- Available to travel and participate in out-of-town meetings and trainings as deemed necessary

QUALIFICATIONS

- Must have good public speaking, training, and communication skills
- Strong organizational and superior interpersonal skills, professionalism, and mature judgment
- Flexible and skilled facilitator that can effectively adapt and incorporate different teaching styles to meet the needs of the audience
- Emotionally stable/healthy attitude about marriage/relationships
- Demonstrated commitment to and alignment with GCO's core values and strategic principles
- College graduate, preferred degree with Family focus
- Excellent technology skills, including a good working knowledge of Microsoft and Google Office Suites
- Integrity in managing sensitive and confidential information
- Passionate about thriving families
- Certified Family Life Educator (CFLE) preferred but not required
- Fluency in Spanish is a plus but not required

COMPENSATION

GCO offers a competitive salary, commensurate with experience, and provides excellent benefits: health insurance, dental insurance, vision insurance, a 401k plan, life insurance, and accrued vacation and sick leave. This position also offers the right candidate significant opportunities for professional development and growth.

We are looking for people who share our values of innovation, passion, excellence, and impact. For more on GCO, go to www.GeorgiaOpportunity.org.

PROCESS

Interested candidates are asked to provide the following to info@hfigeorgia.org:

1. Brief cover letter including brief biography and description of how you would be successful in this position
2. Resume and writing sample
3. Two professional references