

## JOB OPENING - SCHOOL PROGRAM ASSISTANT

Ophelia's Place is a prevention-based nonprofit located in Eugene, OR dedicated to helping girls ages 10-18 make healthy life choices through empowerment, education, and support. For more information visit [www.opheliasplace.net](http://www.opheliasplace.net).

### **School Program Assistant**

Hours: 1.0 FTE (40 hrs/week), 9-month contract (September-May), availability on weekdays, periodic weekends

Salary: \$14/hour and benefits package; +5% bilingual pay differential

### **Position Description:**

The School Program Assistant's key areas of responsibility will be co-facilitating Young Amazing Women of Color (YAWOC) Empowerment Groups and delivering school classroom presentations to multiple partner school districts (e.g. Junction City School District, Springfield Public Schools, and Greater Albany Public Schools). The School Program Assistant will report to the School Program Director and collaborate with Ophelia's Place staff, interns and other community agencies to offer gender-specific services in area schools, both virtually and in-person (when available). The School Program Assistant will be committed to supporting activities and a positive environment for girls with diverse backgrounds, experiences, and abilities.

Ophelia's Place is actively recruiting the best candidates with diverse backgrounds and experiences, with a preference for candidates who have experience working with young people from diverse backgrounds.

### **Knowledge, Skills and Abilities:**

- A Bachelor's Degree or equivalent in social work, social sciences, or related field
- 2 years of employment experience working with youth from diverse backgrounds
- Bilingual (English/Spanish, preferable) and Bicultural, strongly preferred
- Experience with schools and educators
- Experience with public speaking and youth education
- Experience leading youth groups
- Experience coordinating with a team
- Knowledge of gender-specific and feminist issues, impact of trauma, cultural competency, and community resources
- Belief in strengths-based, collaborative approach
- Commitment to self-care and appropriate professional boundaries
- Experience with Powerpoint, Excel, Word, Adobe, and email software
- Ability to pass a drug test and criminal background check, and a valid driver's license

Mail or email cover letter, resume and at least one letter of recommendation to:

Anna Mihalyo, Executive Assistant, at [anna@opheliasplace.net](mailto:anna@opheliasplace.net)

1577 Pearl Street, Suite 100, Eugene, OR 97401

[www.opheliasplace.net](http://www.opheliasplace.net)