



**The City University of New York**  
**Federal Work Study X-SITE Job Description**  
**Academic Year 2020-2021**

|   |                           |
|---|---------------------------|
| Company Name                                    | Telephone No.:            |
|   |                           |
| Company Address                                 | Location Address:         |
|   |                           |
| Date Submitted                                  | Location Supervisor:      |
|   |                           |
| Additional Location Supervisor's Name and Email | Location Supervisor Email |
|   |                           |

**\*\*Submit separate forms for each job description**

Job Title: \_\_\_\_\_

Number of Positions Available: \_\_\_\_\_

Job Description: (Please attach job description if necessary):

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Please indicate if any special skills are necessary for this position:

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Hours of Work Available per week (no more than 25 hours per week):

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Work is available during the following days and hours:

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Print Supervisor Name

\_\_\_\_\_

Supervisor Signature  
Hetal Jani

\_\_\_\_\_

Date

**Central Office Use Only**

CunyFirst Job Codes: 999 813

CunyFirst Company/Vendor Codes: 0000000 563

**Pay Rate: \$17.00**

***\*\*All positions begin on or after the first day of classes. All positions terminate on the last day of finals. The FWS coordinator will provide you with the applicable dates.***

## **SPEAK MENTORSHIP (SPEAK) JOB DESCRIPTION**

**Job Title:** Speaker Series L&E Course Facilitator  
**Job Location:** On site at partner location  
**Immediate Supervisor:** Program Coordinator (TBC)  
**Employees Supervised:** NA  
**Pay rate:** Intern  
**Work hours:** Part-time; up to 10 hours per week

**Prepared By:** Executive Director

**Approval:** Hetal Jani

**Date Approved:** July 2019 Executive Director

### **General Description/Position Summary**

Speaker Series L&E Course Facilitator (SSLEF) will deliver our Leadership and Empowerment course, which is 10 workshops for 2 hours each, to a group of up to 30 participants. They will have to facilitate the viewing of course video content, and then take participants through each case study, facilitating small group, large group discussions and activities. They will also be responsible for taking attendance and collecting end of session feedback forms, and providing this information back to the SPEAK team. Each Facilitator may work with more than one group each week.

### **Duties and Responsibilities**

The role of the SSLEF will be as set out below.

- Assists in implementing and delivery of course
- Ensures participants and necessary stakeholders are informed of upcoming sessions ahead of time; takes attendance and reports attendance to SPEAK team
- Assists in scheduling and confirming sessions
- Assists in securing location and materials, resources where necessary for the sessions
- Facilitates the session and is properly prepared ahead of time with the case and relevant information to facilitate a good case analysis
- Take video and pictures when possible for course evaluation and marketing purposes
- Ability to work independently and as part of a team.
- Demonstrated ability to prioritize and manage multiple projects with attention to detail, handle interruptions, maintain focus on tasks and produce accurate work in a fast-paced environment and under deadline pressure.
- Reporting in a timely manner all and any information Strong problem solving skills.
- Ability to work a flexible schedule as needed.
- Computer literate and technologically proficient in standard word processing, spreadsheet and database software applications (Google, MS Suite).
- Highly organized and motivated.
- Demonstrated ability to maintain confidentiality in all matters and a strong sense of ethical conduct that will inspire confidence.

## **Required Qualifications**

The successful candidate will be extremely passionate about the SPEAK Mentorship mission and the aligned mission of the partner organization, be committed to the organizations short-term and long-term goals, and will fulfill all responsibilities with the highest level of honesty, commitment, dedication, and integrity.

- Pursuing a degree in a relevant area
- Effective, professional, and warm communicator and highly organized and efficient
- Proficient in using different technologies and platforms such as Google
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive peer group
- Ability to assess and adapt to changing priorities, and take initiative in a fast paced start-up environment
- Poise under pressure
- Problem solving, flexibility, and optimistic approach to overcoming obstacles
- Adoption and strong adherence to organizational values
- Excellent verbal, written, and editing skills with an exceptional attention to detail
- Highly skilled at developing interpersonal relationships with individuals of different ages at various stages of their lives and having varying levels involvement with the organization
- Self-reflective and highly empathetic towards others needs
- Friendly, approachable demeanor and ability to speak and represent organization at all times
- Comfort and ability to work with remote colleagues
- Personal qualities of integrity, credibility, and a commitment to and passion for SPEAK Mentorship's mission
- Highly organized and motivated.

## **Working Conditions**

Work may be performed in a youth focused environment and the intern is responsible for their proper decorum and behavior when in the presence of the youth.

*This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. SPEAK Mentorship has the right to revise this job description at any time. The job description is not a contract for employment. SPEAK is an EOE.*