



## **CURRICULUM FACILITATOR/ CONSULTANT**

### **OUR MISSION**

We exist to uplift Latinx families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy.

### **OUR VISION**

Nuestra Casa envisions a vibrant East Palo Alto community united around shared values, a multicultural community working together to ensure that all its residents are integrated and have access to the American Dream. Our families pave the road for other generations to follow through their participation in civic engagement activities and collaborative community actions.

### **WHO WE ARE**

Nuestra Casa has been serving the needs of the immigrant Latinx population of East Palo Alto and surrounding communities since 2002. Our organization rose out of a community assessment conducted by a group of local activists who were concerned about the growing needs of the rising immigrant population. Today, Nuestra Casa is positioned as the premier Latinx serving nonprofit in our community. Over the past five years, our growth has allowed us to expand our services and programming into neighboring communities like Menlo Park (Belle Haven region), North Fair Oaks, and Redwood City. Through our advocacy efforts, we also reach other communities in San Mateo County.

At Nuestra Casa, we welcome our community to a place that feels like home. We stand by their side to help them navigate institutions, build people's power, and use their voices to shape a new, more equitable community. Our programs transform our leaders into advocates actively engaged in our local economy, school district, and civic life. Together, we will build a community that leaves no one behind.

### **About Nuestra Casa's Women on the Rise Business Incubator**

We are proud to call East Palo Alto and the mid-Peninsula our home. Our community is filled with optimistic and hard-working people who are fighting to give a better life to their children just like families in every other community of this country. Yet many of our neighbors face an uphill battle when they dream of launching their own business. Small businesses employ 48.5 percent of the state's workforce. Systemic barriers to capital, a lack of mentors, and limited access to business education can prevent women from flexing their inherent entrepreneurial spirit.

Nuestra Casa's Women on the Rise Business Incubator supports our community leaders on the journey towards business ownership. Through in-depth training, mentorship, and peer networking, we help women achieve their dreams and join the small business community.

**Position Summary:** Nuestra Casa is seeking an experienced curriculum facilitator/ Consultant to implement Nuestra Casa's Women on the Rise Business Incubator Program. The Facilitator will plan and lead workshops that enable program participants to reach their full potential in their journey as small business owners.

**DECEMBER 22, 2023**



### **Essential Duties and Responsibilities:**

- Review and implement Nuestra Casa's Women on the Rise business Incubator Program curriculum.
- Recruit presenters and participants for the workshops.
- Plan, monitor, and facilitate workshops.
- Manage workshop pre-session and post-session activities.
- Schedule one-on-one meetings with program participants.
- Adapt content for workshop participants.

### **Reporting Responsibilities**

The Facilitator/ Consultant reports to the Executive Director.

### **Qualifications**

- Must be passionate about Nuestra Casa's mission.
- Bilingual/bicultural in English/Spanish.
- Bachelor's degree in Social Services or Business.
- Excellent organizational skills and experience in the facilitation and implementation of a previously established curriculum.
- Ability to communicate articulately sensitive communication.
- A desire to advance and improve processes.
- Empathy and positive attitude.
- Strong computer skills, including MS Word and Excel.
- Excellent communication and interpersonal skills.

### **Physical Demands**

The physical demands described here represent those that an employee must meet to perform this job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties associated with this position, the employee is regularly required to walk, drive, stand, sit, and climb steps. The employee frequently is required to use hands and fingers to operate a computer keyboard, mouse, and telephone and talk and hear. The employee must occasionally bend, lift, and/or move up to 25 pounds. Specific vision abilities required by this position include a vision to drive, vision to walk, close vision, peripheral vision, and the ability to adjust focus.

### **Salary**

The Facilitator/ Consultant position is a consultant/contractor position that will pay a salary of \$40–50/hr. This position is part-time 8-12 hours per week. Does not offer medical/dental/vision benefits or vacation time.

### **APPLICATION PROCESS:**

All interested parties should submit a cover letter and résumé to [info@nuestracasa.org](mailto:info@nuestracasa.org).

*Nuestra Casa is an Equal Opportunity Employer.*

**DECEMBER 22, 2023**