



## **WE CAN Pathmaker Facilitator**

Job Title: Pathmaker Facilitator (contracted position)  
Schedule: 20 hours per month; flexibility with evening hours is required  
Rate: Contracted monthly rate  
Reports to: Program Manager, Groups and Workshops

WE CAN is seeking a PathMaker Facilitator (PMF) to work with us on a long-term and project-based contract. As an independent contractor, the PathMaker Facilitator coordinates, facilitates and delivers the PathMaker Program in collaboration with staff at WE CAN while maintaining flexibility and autonomy. This is a great opportunity for a skilled professional looking to collaborate with a dynamic team without the commitments of full-time employment.

### **ABOUT WE CAN**

WE CAN (Women's Empowerment through Cape Area Networking) was founded in 2001 to empower Cape Cod women by providing unique services that inspire hope and bring increased stability, self-sufficiency, and opportunity to their lives. WE CAN serves more than 1400 women each year with confidential, free legal services, employment and business support, financial empowerment, mentoring, and personal development programs.

WE CAN offers free and individualized programming in four areas; legal, career/work support, financial empowerment and personal development/mentoring. Programs are offered through individual consultations (1:1s), single workshops and as a workshop series. WE CAN staff assess and match participant's needs with available programs at WE CAN and resources across the Cape. All programs are evaluated by participants for their efficacy in achieving stated goals or learning objectives as well as for overall participant satisfaction.

The PathMaker (PM) Program is a facilitated peer mentoring program with monthly meetings featuring different speakers and topics that inspire, educate and support women to build pathways to self-sufficiency and stability. The program operates for nine months of the year and is considered a flagship program for WE CAN.

### **POSITION SUMMARY**

The PMF serves as the lead contact for PathMaker Mentees and Mentors providing support, information, conducting screening and assessment with potential program participants as well as

workshop facilitators. The position is part of a team that works to support the program beginning with participant and volunteer mentor recruitment through the closing celebration. The PMF works directly with each PathMaker and Mentor as well as with the full group to support the relationship-building and ensure successful relationships with meaningful connections are formed during the program. The coordination aspects (securing locations, food and materials, and confirmation of participants and volunteers) of the program are conducted in partnership with other WE CAN team members or volunteers.

## **DUTIES/RESPONSIBILITIES**

The PMF provides coordination of the program in the following stages of the program:

### **Recruitment and Preparation**

- Attends community outreach events, makes presentations to other organizations to recruit participants and volunteers
- Facilitates Informational Sessions used to recruit participants (PathMakers) and volunteer mentors prior to the start of the program
- Collaborates with WE CAN staff to conduct interviews for both volunteers and participants
- Communicates effectively and professionally with all volunteers and participants

### **Facilitation**

- Creates a warm and welcoming environment for all for every meeting
- Encourages and nurtures trust-based relationships between PathMakers and mentors, as well as among the group as a whole
- Coordinates and collaborates with the team the ordering of supplies, food and materials for the monthly meetings
- Facilitates monthly meetings which includes 1) welcoming all participants, mentors and workshop presenters, 2) leading the discussion post-presentation and 3) helping the pairs in making meaningful connections between the presented materials and individual goal setting
- Facilitates the monthly meeting for the full cohort in the absence of a presenter
- Facilitates the meetings for only mentors using topics from the initial training, volunteer-suggested topics and other topics aimed at supporting their role
- Facilitates the meetings for only the PathMakers to build community and trust within the group

### **Program Coordination**

- Prepares and facilitates meetings on a monthly basis for only mentors, only PathMakers and for the full group (about three meetings monthly)
- Ensures workshop presenters, participants, and mentors are confirmed and prepared for the meetings
- Reviews real time evaluations from participants and mentors and makes adjustments as needed
- Engages participants and volunteer mentors throughout the program to assess and support progress toward goals
- Documents contacts with participants and mentors throughout the program
- Identifies and troubleshoots challenges between participant and mentor during the program

## QUALIFICATIONS

- Experience providing training or coaching to individuals and group is highly desirable
- Three or more years of experience with program planning and delivery in human service settings, with both individuals and groups
- B.A. in psychology, social work, or liberal arts degree is preferred
- Experience with WE CAN programming is highly desirable
- Familiarity with local Cape community resources and organizations and is creative to engage underserved communities

## SKILLS

- Excellent group facilitation skills with ability to relate to women from diverse backgrounds
- Professional and welcoming demeanor
- Excellent interpersonal skills and boundaries; including working with staff, volunteers and participants in an engaging and empathic manner
- Organized and detail-oriented with ability to complete and track tasks
- Self-motivated, ability to work both independently and effectively in a team environment
- Excellent communication skills: written, oral, and electronic
- Openness to learning new tasks, skills, and procedures and skills
- Demonstration of maturity of judgment in complex interpersonal situations
- Excellent skills in all Microsoft Office applications

**HOURS:** 20 hours per month; evening availability for three scheduled nights during each month the program operates.

Interested applicants please email a recent copy of your resume and cover letter to [info@wecancenter.org](mailto:info@wecancenter.org) and use “PathMaker Facilitator” in the subject line.

***WE CAN is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. WE CAN does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.***