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**Organization:** Lady Butterflies (501c3 Nonprofit Organization founded February 2010)

**Title:** Workshop Facilitator – (1099) Independent Contractor
**Hours:** Vary per workshop (Workshops range 2-8-hours in length)
**Contract Rate:** $20 per hour (IRS 1099 will be provided at end of year)
**Reports To:** Executive Director

***Our Mission:****Our mission is to help women and teen girls in transition navigate their path to success by helping them reach their level of stability and self-sufficiency with the social supportive services necessary to exist and sustain without judgment and without bias.  We are the ‘help center’ – the ‘one-stop-shop’ for their needs without regard to income, race, religion, age, sex, mental or physical disability.*

**Although our mission is to provide supportive services to women/teen girls, our Life Skills Enrichment Workshops are open to any male/female (Adult & Youth) who reside in the City of and Metropolitan areas of Atlanta, GA. (Clayton, DeKalb, Fulton, Gwinnett counties)**

Our workshops are designed to enable individuals to deal effectively with the demands and challenges of everyday life.

**We are looking for Workshop Facilitators who:**

- Can deliver instruction in either topic: Academics/Education; Computer Skills Training; Entrepreneurship; Financial Literacy; Interpersonal Skills; Job Readiness

- Can provide facilitation that goes beyond standards

- Are highly interactive and can be engaging in the workshops to spark and foster motivation

- Has a flexible schedule and is willing to help our organization build its capacity to facilitate workshops each week in either Clayton, DeKalb, Fulton, or Gwinnett counties as scheduled/as needed

**Primary Duties:**Ensure that workshop material is facilitated professionally and effectively to meet desired learning objectives

Maintain classroom management with a class size of up to 30 individuals

Arrive punctually to designated facilitation site and expertly manage time during the course of the workshops to ensure that all aspects of the materials are delivered

**Other:**

LB can provide upon request the workshop material for workshop facilitators to use in order to ensure quality and consistency in learning objectives – however, we recommend (1099) Independent Contractor Workshop Facilitators to provide their own materials approved by Lady Butterflies Executive Director.

Workshops vary in length – ranging 2 - 8 hour increments – usually every week either in the morning, afternoon, evening and weekends.

It’s suggested the (1099) Independent Contractor Workshop Facilitator prep for workshops, understand the material, attend meetings when able, provide feedback to Executive Director, and provide participant evaluations of each workshop.

**Experience Requirements:**•Must have experience working with Youth age 13 years of age and older and Adults
•Bachelor’s Degree in either Education, Business, Humanities, Social Sciences, an equivalent AND/OR at least 5 years instruction-related experience that will provide the necessary knowledge, skill, and abilities to be able to perform the functions of the advertised position proficiently
•Must understand and be able to teach according to various learning styles

•Ability to work in a multi-ethnic and multi-cultural environment

•Must be knowledgeable with Social Media and Microsoft Office; especially Word, Email, Excel, PowerPoint and Publisher
•Excellent time management and organizational skills
•A self-starter, patient, professional and confident
•Possesses a good sense of humor
•Is enthusiastic, innovative and creative
•Ability to quickly adapt to changing situations in a classroom and evoke participation
•Has a passion for helping others, especially those who are disengaged

**Physical Requirements:**•Ability to stand for extended periods of time (2 – 8 hours per class)
•Ability to sit and use a computer, mouse, power point, keyboard and monitor

**How to Apply:**
Please send your resume and cover letter via U.S. Mail OR Email:

Lady Butterflies

Felicia A. Shanklin, M.Ed. - Executive Director

Email: LB\_Personnel@yahoo.com

No Phone Calls Accepted. Only those meeting the requirements will be contacted for an interview.