



## **Program Facilitator – Community Programs**

*Pajama Program is committed to building a culturally diverse team and strongly encourages qualified candidates from all backgrounds to apply.*

### **Background and Position Overview**

Pajama Program is a national 501(c)(3) nonprofit that was founded in 2001. Our mission is to promote equitable access to healthy sleep so all children can thrive. We believe a comforting bedtime routine sets the stage for healthy sleep and a good night, which in turn help children thrive because they wake up ready for a good day: **good nights are good days**. Our core values are equity, impact, and community.

We focus our work on reaching children exposed to adversity in every state and Puerto Rico. To do this, we distribute new pajamas and books through over 4,000 Community Partners, which include shelters, foster-care agencies, Head Start, and Title I schools; we engage a national network of volunteer Chapter Presidents to help coordinate donations; we invite children to visit our Centers in New York City, Atlanta, and Metro-Detroit; and we provide sleep health education to achieve a sustainable impact on the children we support.

The Program Facilitator (Facilitator) is a strategic leader on the program team, who will be a front-line presenter of our community-facing programs. They'll split their time between facilitating a sleep health workshop for students, and a separate workshop for parents.

Facilitators are required to work in a collaborative manner with program aides and volunteers to safely and effectively instruct goal-driven lessons and activities.

### **Essential Functions & Responsibilities**

- **Facilitate Programs**
  - Prepare and facilitate Pajama Program's K-2 Student Workshop and Parent Workshop
  - Connect with individual and corporate program volunteers, helping to create an engaging experience for adults and children
  - Ensure all learning and facilitation centers the authentic needs of the children, promoting inclusion, belonging, and a positive learning environment
- **Develop Relationships**
  - Serve as the face of Pajama Program, forming strong, meaningful relationships with educators, families, and students
  - Collaborate with internal Development team, ensuring alignment with cultivation practices to steward a community of engaged volunteers who are invested in our work and mission
  - Leverage survey feedback to inform instructional planning
- **Oversee Logistics**

- Collaborate closely with the Program Assistant around scheduling and preparation for all trainings, leveraging strong communication skills to ensure smooth implementation of programs
- Prepare all physical materials (pajamas, books, snacks, packaging for take-away materials) for program trainings
- Ensure surveys are distributed to adult participants

#### **Qualifications**

- Degree in Education or related field preferred
- Experience facilitating to adult and student learners
- Non-profit experience preferred
- Fluent in written and spoken Spanish preferred
- Excellent communication and interpersonal skills
- Strong writing skills
- Ability to prioritize, problem solve, be flexible, work independently, and pursue and achieve objectives without supervision
- Skilled in public speaking and training; comfortable working with children, parents, and program staff from diverse cultural and socioeconomic background

#### **Salary and Benefits**

- This part-time, for approx. 16 hours per week at \$25/hour.

Applicants should email a cover letter, which describes the candidate's fit with the job description, and resume to [douna@pajamaprogram.org](mailto:douna@pajamaprogram.org). Subject line must state "NYC Program Facilitator Job." **No telephone inquiries, please.**