



We are hiring a Contract PEPS Group Leader — Connecting the Expecting

Since 1983, PEPS has provided neighborhood-based parent peer-support programs for families. Group Leaders are integral to our mission, working alongside parents to facilitate conversation and foster connection. The majority of our amazing Group Leaders are volunteers. As a non-profit organization, we also bring in a small group of dedicated, professional paid contract Leaders who have professional experience working with families who provide support for a limited number of groups. **PEPS is looking to increase the pool of contract Group Leaders to facilitate weekly 1.5-hour virtual Connecting the Expecting parent peer-support groups for expectant parents.**

Core Responsibilities

- Attend required training and meetings with PEPS staff as needed. Complete the PEPS Leader Training before the start of the first group.
- Attend and lead all six meetings.
- Maintain weekly attendance and submit weekly reports to the Leader Support and Training Manager; distribute parent-related materials and mid-point evaluations; encourage parent completion of post-group program evaluation.
- Deliver standard format of PEPS meetings each week: prepare a Topic Discussion for each session, engage the group in conversation, and communicate with the group after each weekly meeting with a follow-up email to share a summary of the meeting, a post-meeting survey, and appropriate resources, as needed.
- Maintain group facilitation and logistics: start and end meetings on time; set up meetings online and support families; manage and support group dynamics and members.

Core Knowledge and Skills

- Background and/or interest in working with expectant parents
- Warm, engaging, and sensitive communication skills
- Passion for community building and parent support
- Strong organizational skills
- Knowledge or willingness to learn how to use online tools for facilitating groups
- Flexible and an ability to adapt in the moment
- Accepting of varied child-rearing practices and diverse lifestyles
- Commitment to racial equity and willingness to continue learning and growing

Experience

- Experience facilitating groups or classes for adults or equivalent experience.
- Knowledge of child development, new parent needs, and support resources.

About PEPS Groups

Connecting the Expecting PEPS Groups offer parent peer support for families in their third trimester (or planning to adopt within the next few months). These meetings are offered virtually for 1.5 hours weekly for six weeks, typically meeting from 7- 8:30 pm on weeknights. Expectant Parent Groups have a capacity of 10 families for one-parent groups and eight families for two-parent groups.

At each meeting, members share experiences, expectations, and resources, have unstructured conversation time, and discuss the topics essential to new parents (e.g., preparing for baby's arrival, parenting partnerships, self-care, and more). The emphasis is on shared information and mutual support in a community of parents to help develop confidence in their parenting abilities.

Group Leaders guide the conversation using the PEPS curriculum and help participants feel welcome. They also complete basic administrative tasks such as sending e-mails to participants and PEPS staff, tracking attendance, and completing weekly surveys on group progress. Leaders are required to attend relevant training and participate in regular support and supervision meetings with their PEPS contact.

Time Commitment

The expected time commitment is 3 hours each week there is a meeting, including meeting prep, 1.5-hour meeting time, communication with participants and PEPS staff, submitting reports, attending training, and selected meetings with PEPS staff as needed. All meetings are offered online, and access to video and sound on a computer is required. At times, additional facilitating opportunities may be available to substitute for other groups.

Compensation

Upon completion in leading a 6-week PEPS Group, Contract Leaders will receive \$450 per 6-week PEPS Group.

Commitment to Equity

We believe all families should have access to a healthy, supported start in life. Knowing that race and ethnicity continue to predict the future life chances of children in our state, we are committed to working with families, partner organizations, and communities to identify barriers to parent support and wellness, interrupt their negative impact, and eliminate the persistent disparities in child outcomes.

PEPS values and celebrates the strengths that diversity brings to the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is one of our priorities.

Black, Indigenous, People of Color, and others with underrepresented identities (including, but not limited to gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly and sincerely encouraged to apply. PEPS is an Equal Opportunity Employer.

For various reasons, PEPS is not equipped to monitor immunization or health records. PEPS cannot guarantee that all families have been vaccinated. However, PEPS strongly encourages and recommends our participants and leaders be vaccinated before participating in, leading, or visiting a PEPS Group.

To Apply

Please send a resume, cover letter, and three references that can speak to your experience as a facilitator and/or working with new parents and babies to jobs@peps.org.

Please also indicate:

- How many PEPS Groups you are interested in leading
- Which quarter(s) you are available to lead
- Which pronouns you use so we may address you correctly

All contractors must complete a background check. Electronic submissions only, please.