



We are hiring a Contract PEPS Group Leader — Newborn & Second Time Around

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 in our North, South, Southwest Seattle, Maple Valley, and Snohomish County service regions to facilitate weekly two-hour peer-support groups for parents of newborns, in-person, at community sites and in homes.**

Core Responsibilities

- Attend required training, meetings with PEPS staff, and support and supervision discussions. Complete the PEPS Leader Training before the start of the first group.
- Lead all 12 meetings.
- Deliver standard format of PEPS meetings each week: prepare a Topic Discussion for each session, engage the group in a developmental activity, and communicate with the group after each weekly meeting with a follow-up email to share a summary of the meeting and appropriate resources, as needed.
- Maintain group facilitation and logistics; start and end meetings on time.
- Maintain weekly attendance and submit weekly reports to the Leader Support and Curriculum Manager; distribute parent-related materials and mid-point evaluations; encourage parent completion of post-group program evaluation.
- For in-home groups: host or secure location for the first meeting and coordinate sign-up of hosting schedule for families in the group.
- For site-based groups: be responsible for key (if applicable), supplies, cleanup of the space, interacting with facility staff as necessary, and professionally representing PEPS at program sites.

Core Knowledge and Skills

- Professional or lived experience working with parents and/or newborns
- Interest in working with parents and newborns
- Warm, engaging, and sensitive communication skills
- Flexibility and an ability to adapt to the moment
- Strong organizational skills
- Passion for community building and parent support
- Accepting varied child-rearing practices and diverse lifestyles
- Commitment to racial equity and willingness to continue learning and growing

Experience

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

Requirements

- Reliable transportation is required to get to and from sites and homes.
- All contractors must complete a background check.
- We require all contract Group Leaders to be fully vaccinated against COVID-19.

About PEPS Groups

PEPS Newborn and Second Time Around Groups offer peer support for parents of families with babies between 0 to 20 weeks old. Groups are offered during the day, typically between 10 am – 1 pm and 6 – 8:30 pm. These groups meet for 2 hours weekly for 12 weeks. At each meeting, members share their parenting highs and lows, participate in a developmental activity, enjoy unstructured social time, and discuss topics relevant to new parents (e.g., sleep, daily routines, self-care, and more). The emphasis is on sharing 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

Regional Contract Leaders are asked to lead daytime and evening groups in person, at sites or in homes in South Seattle or on the Eastside. The contract will be renewed quarterly, dependent on the performance and availability of groups.

The expected time commitment is 3-5 hours each week there is a meeting; including meeting prep, 2-hour meeting time, travel, communication with participants and staff, submitting reports, attending training, and support and supervision meetings.

At times, additional facilitating opportunities may be available to substitute for other groups.

Compensation

- Upon completion in leading a 12-week PEPS Group, Contract Leaders will receive:
 - \$960 for an in-person in-home group
 - \$1080 for an in-person site-based 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 per week per quarter and during the daytime or evening
- Which quarter(s) you are available to lead
- Which region you are interested in:
 - North Seattle
 - South Seattle
 - Southwest Seattle
 - Maple Valley
 - Snohomish County
- Which pronouns you use so we may address you correctly

Electronic submissions only, please.