



College Fellow Facilitator

The Gem Project, Inc. | Academic Year 2026 to 2027

OVERVIEW

Role type	Part-time academic year role, renewable annually
Rate	\$20 per hour
Hours	15 hours per week
Location	Newark, New Jersey. In-person program days, plus field and community sites.
Reports to	Program Manager
Positions open	2
Start date	Monday, October 5, 2026 (paid training week)
Term	October 2026 through May 2027, following the academic calendar

ABOUT THE GEM PROJECT

The Gem Project, Inc. is a Newark-based 501(c)(3) that uses service-learning and youth organizing to increase civic engagement and grow the next generation of leaders. Since 2006 we have reached more than 3,500 youth through paid fellowships, civic engagement initiatives, and peer-led projects. Our fellows take on everyday injustices across education, criminal justice, health, and democracy. Learn more at thegemproject.org.

THE OPPORTUNITY

The College Fellow Facilitator is a trained facilitator and cohort lead. Each facilitator carries a group of 15 high school fellows through the academic year curriculum, holding the program's 1 to 15 staff-to-student ratio. Outside of direct facilitation, this role helps build the youth base through 1,000 Turnout Sessions, YPA platform activation, and community organizing alongside the Youth Organizer.

This is a growth role. Facilitators are trained in curriculum delivery, group process, and youth development, with weekly coaching from the Program Manager. Strong performance opens the door to advanced fellow, organizer, or program staff roles in future cycles.

HOW THE WEEK WORKS

Roughly 4 hours per week are direct facilitation with your cohort, on Tuesdays and Thursdays. The balance of the 15 hours is spread across session prep, fellow follow-up, 1,000 Turnout Sessions, YPA platform engagement, and community outreach. You will also hold a weekly check-in with the Program Manager and join a Friday team processing session with the full facilitator team. The exact schedule is set with the Program Manager during onboarding.

RESPONSIBILITIES

Facilitation and cohort leadership

- Deliver weekly curriculum sessions to a cohort of 15 fellows across the fall and spring terms
- Build a positive peer-mentoring environment where fellows feel seen, safe, and pushed to grow
- Lead small groups, working groups, debriefs, and reflection sessions
- Record and submit attendance and session notes to the Program Manager

Base-building and 1,000 Turnout Sessions

- Lead youth-facing 1,000 Turnout Sessions in partnered schools and community sites
- Support the Youth Organizer with canvassing logistics, school outreach, and event follow-up
- Post to and moderate the Youth Power Action platform (youthpoweraction.com)

Data and storytelling

- Submit weekly attendance, engagement, and follow-up data to the program tracker
- Capture stories, photos, and video moments for program reports and social media
- Participate in weekly supervision, monthly cohort check-ins, and end-of-term debriefs

WHAT WE EXPECT

THE RHYTHM OF THIS ROLE

A weekly structure you can count on: a standing check-in with your Program Manager, program days with your cohort on Tuesdays and Thursdays, and a Friday team processing session where facilitators reflect and plan together. Consistency in these three touchpoints is what makes the role work, for you and for the young people you lead.

IDEAL CANDIDATE

- Current or recent college student with a bold commitment to youth development, advocacy, and social justice
- Direct experience working or volunteering with a youth development or social justice organization (Gem Project alumni especially encouraged)
- Strong facilitation and communication skills, in person and digital
- Reliable, organized, and comfortable working across program days, community events, and occasional evenings
- Interest or experience working through a social change framework

ACADEMIC YEAR CALENDAR

Paid training week October 5 through October 9, 2026

Fall term Tuesday October 13 through Thursday December 17, 2026 (10 program weeks)

Winter break December 18, 2026 through February 6, 2027 (unpaid)

Spring term Tuesday February 9 through Thursday May 27, 2027 (16 program weeks)

Total paid weeks 27 weeks across the academic year

Program days are Tuesday and Thursday. Exact times set with the Program Manager. Final dates may shift slightly with the school calendar and are confirmed at onboarding.

RENEWAL

This role concludes on May 27, 2027. It is renewable for the following academic year and/or summer, but renewal is not automatic. Those who want to return submit a brief renewal application in the spring, and decisions are based on performance across the year. We say this plainly up front so that returning is something you earn, not something you wonder about.

TO APPLY

Send a cover letter and resume to hq@thegemproject.org with the subject line "AY 2026-2027 College Fellow Facilitator." Applications are reviewed on a rolling basis. Priority given to applications received by Wednesday, September 30, 2026.



The Gem Project is an Equal Opportunity Employer. We celebrate and center diversity. We extend equal opportunities to employees, job applicants, interns, and volunteers regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.