

**Position Title: AmeriCorps Youth and Parent Programs
Facilitator (2 positions)**

<u>Reports to:</u> Youth Programs Coordinator	<u>Status:</u> AmeriCorps Member	<u>Full or part time:</u> Full-Time
---	--	---

Summary:

The mission of **Edu-Futuro** (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development and parent engagement. Established in 1998, Edu-Futuro reaches 1,700 children, youth, and adults annually.

Edu-Futuro seeks two full-time **Youth and Parent Programs Facilitators** to provide support to Emerging Leaders Programs (Youth Programs) and Parent Empowerment Services by: training parents and caregivers of ELP students in résumé writing, online job searches and applications, and other professional skills; offering financial literacy workshops; and developing workshops for ELP I and II parents in the City of Alexandria, Arlington, and Fairfax Counties. The **Youth and Parent Programs Facilitators** will also deliver ELP II (College Preparation and Civic Engagement) to prepare immigrant youth for college and develop leadership skills through group and individual mentoring sessions.

The **Youth and Parent Programs Facilitator** is passionate about serving our mission and is motivated to empower youth and parents to work towards their goals. Edu-Futuro's **Youth and Parent Programs Facilitator** executes program projects, initiatives, curricula, and activities for Youth Empowerment and/or Community Outreach. An Edu-Futuro **Youth and Parent Programs Facilitator** will excel at program facilitation, teamwork, youth engagement, and classroom management, while showing mastery in clerical duties. The work will be a variety of direct service, administration, coordination, as well as logistical services in support of the operations of the programs, and gathering and inputting information for reporting and other purposes. An Edu-Futuro **Youth and Parent Programs Facilitator** will have outstanding interpersonal skills along with above average organizational and time management skill sets. This is an overall position description; position functions listed below are not all-inclusive.

Primary duties:

- Identify employment opportunities related to the interests and capabilities of program participants.
- Deliver workshops relating to the Financial Empowerment Network to families.
- Assist Parent Support Specialists in planning and preparing for elementary and middle school parenting, family strengthening, and family reunification classes.
- Provide individual client support as needed to parents; i.e. English tutoring, résumé revision, and computer skills training.
- Serve with the Workforce Development Specialist (WDS) in the implementation of evaluation instruments to assess programmatic outcomes and collect data from individuals served.
- Collaborate with the WDS to identify and recruit parent volunteers to provide guidance, and coaching and, when applicable, mentoring to other parents based on their social and employment needs.
- Plan and conduct workshops for parents of ELP students; topics include financial aid, scholarships, and college options.

- Serve one-on-one with ELP II high school seniors to coach them through the college, financial aid, and scholarship application process on a weekly basis, during the full academic year.
- Assist in the search for internships for ELP II students.
- Plan and conduct need assessments for parents of ELP II (College Preparation) and ELP III to determine their employment readiness needs.
- Support the efforts of other ELP facilitators and the overall functioning of ELP programs.
- Assist in organizing youth events, such as community service, field trips, college visits, and graduation ceremonies.
- Maintain and report accurate participant and volunteer data (attendance, progress, completion), and keep track of program's expenses for meals and supplies.

Additional duties:

- Participate fully in all team responsibilities, including but not limited to:
 - enhancing & expanding programming, student services, resources, and capacity
 - promoting Edu-Futuro and AmeriCorps
 - planning community service and other events
 - participating in regular team activities, such as meetings, training, reporting, and evaluation activities.
- Foster relationships with school/site administrators, other Edu-Futuro Program Facilitators, and staff.
- Participate in weekly organization meetings and other meetings and trainings essential to the execution of position functions. This includes non-direct service time.
- Ensure Edu-Futuro's knowledge of and compliance with all site policies and procedures.
- Other duties as assigned.

Qualifications required:

- Bachelor's Degree
- Available full-time (1700 hours; ca. 36 hours/week) from on or about September 1, 2020 to on or about August 30, 2021
- Must be able to serve 2-4 evenings/week and occasional Saturdays during the delivery of the Emerging Leaders Programs
- U.S. Citizen or Permanent Resident
- Passionate about teaching and serving the immigrant community
- Access to a motor vehicle to conduct service activities throughout the City of Alexandria, Arlington, and Fairfax Counties
- Fluent written and spoken communication skills in English and Spanish

Preferred Qualifications:

- Experience providing direct social or educational services to youth and families
- Excellent organization and team building skills
- Relevant facilitation experience and/or teaching experience
- Some experience working with immigrants
- Familiarity with the Northern Virginia region, particularly Alexandria, Arlington, and Fairfax

Benefits:

- Monthly stipend
- Local travel reimbursement for service-related activities
- Health insurance
- Professional development and networking opportunities
- Segal AmeriCorps Education Award which can be used towards student loans and/or to help finance higher education pursuits upon successful completion of service
- Student loan forbearance or deferment
- Gain skills and valuable experience to prepare you for a career after-service
- Make an impact in under-served communities

How to Apply:

Send a cover letter and resume to Natalia Montelongo, Director of Programs, at careers@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until positions are filled.

Upon request, feedback regarding the application and interview process will be provided to candidates who are *not* selected.

Revised: 4/30/2020