

Position Description

Job title: Parent Support & Workforce Development Specialist

Reports to:
Adult Programs
Coordinator

FLSA status:
Exempt

Full or part time:
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 2,100 children, youth, and adults annually.

The Parent Support and Workforce Development Specialist is responsible for the coordination and delivery of Edu-Futuro's Parent Empowerment Services in City of Alexandria and Arlington County. The Parent Support and Workforce Development Specialist also provides support to Edu-Futuro's Parent Empowerment Services in Fairfax County, and will play a critical role in the expansion of Edu-Futuro's Parent Empowerment Services in the City of Alexandria, which consist of parent training/workshop offerings as well as case management and workforce development services for Latino and other immigrant parents. The Parent Support and Workforce Development Specialist is also responsible for tracking program activities as described in the Edu-Futuro Strategic Plan and Annual Implementation Plans and for ensuring the achievement of outcomes and other grant commitments.

Edu-Futuro's **Parent Support and Workforce Development Specialist** is a self-motivated and dynamic professional who will lead the expansion of parent programs in City of Alexandria and Arlington County and their facilitation in both counties. This person works well under pressure, and knows how to balance competing priorities, is open to new learning experiences and work with an array of people, including parents of school-aged children, young professionals, school personnel, and experienced executives. The selected candidate will join a fun work environment where teamwork and laughter are as much part of the culture as are responsibility, timeliness, and accuracy.

Primary duties:

- Under the supervision of the Adult Programs Coordinator, lead the expansion of Edu-Futuro's Parent Empowerment Services in the City of Alexandria and Arlington County.
- Support the delivery of programs in City of Alexandria and Arlington County as needed.
- Coordinate with hourly staff for the delivery of parent workshops and/or evidence-based curriculums (including facilitators, child care providers and other support personnel as needed)

- Prepare materials for the facilitation of parent workshops, computer classes and/or evidence-based curriculums.
- Communicate with parents and understand/assess their needs.
- Provide case management and workforce development services to parents.
- Facilitate parent workshops, computer classes and/or evidence-based curriculums.
- Coordinate internships for Emerging Leaders Program students.
- Assure that program objectives are being met.
- Implement evaluations and surveys to assess programmatic outcomes and collect data.
- Ensure that program results are tracked, analyzed, and tailored to specific audiences.
- Ensure all program statistical and narrative data is both current and accurate.
- Take initiative to identify opportunities for program improvements and relationships that propel Edu-Futuro towards its mission.
- Collaborate with Edu-Futuro staff to identify and recruit parent participants and to provide holistic support to them.
- Be up-to-date on research and best practices.
- Help with the collection of stories, examples, and scenarios that illustrate the need for success of our work.
- Some Saturday morning and evening support required based on program needs.
- Access to a car required. Service activities are conducted throughout Northern Virginia.

Additional duties:

- Supports as needed in conducting fundraising events, including post-event follow up.
- Participates in external meetings related to program activities on an as-needed basis, as approved by the Director of Programs and Executive Director.
- Other duties as assigned.

Qualifications required:

- Bachelor's degree.
- 2 to 3 years of case management and/or workforce development experience.
- Strong interpersonal skills and the ability to be an effective communicator.
- Written and verbal communication skills in English and Spanish.
- Compassion for families in tough situations or going through difficult transitions.
- Results-oriented and self-directed with excellent organization and project management skills.
- Experience achieving outcomes-based objectives and a data-driven mindset.
- Ability to develop community resources and partnerships.
- Strong collaboration and critical thinking skills.
- Knowledge of issues impacting immigrant children, youth, and families.
- Strong commitment to and passion for the mission of Edu-Futuro.
- Willingness and ability to attend evening and weekend meetings or events.
- Must be a flexible team player.
- Experience developing relationships with businesses, corporations, agencies and organizations a plus.

Preferred Qualifications:

- Master's degree.
- Knowledge of best practices regarding parent engagement.
- Familiarity with Edu-Futuro's parent workshop curricula
- Experience with the Apricot Case Management/Database Software.
- Familiarity with the Northern Virginia region, particularly the City of Alexandria and Arlington County.

Revised 09/16/20