



Position Description

**Position Title: Emerging Leaders Program I (ELP I) Facilitator
Roanoke (1 position)**

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

Edu-Futuro seeks one full-time **Emerging Leaders Program I (ELP I) Facilitator*** to lead the ELP parts I and II, in the city of Roanoke, VA. ELP I and II (College preparation and Civic Engagement) are designed to prepare immigrant youth for college and develop leadership skills through group and individual mentoring sessions.

Edu-Futuro’s ELP I Facilitator is passionate about serving our mission and is motivated to empower children and youth to work towards their goals. Edu-Futuro’s **ELP I Facilitator** executes program projects, initiatives, curricula, and activities for Youth Empowerment and/or Community Outreach. An Edu-Futuro **ELP I Facilitator** will excel at program facilitation, teamwork, youth engagement, multitasking, communication, 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, testimonies, and pictures for reporting and other purposes. An Edu-Futuro **ELP Facilitator** will have outstanding interpersonal skills along with above-average organizational and time management skill sets. This is an overall job description. Job functions listed below are not all-inclusive.

*Edu-Futuro’s AmeriCorps Program is funded by the Corporation for National and Community Service and is contingent upon funding approval.

- Service duties:**
- Plan and conduct ELP I sessions four times a year, and Pre-ELP, twice a year, ELP II throughout the full academic year.
 - Maintain and develop curriculum in coordination with Edu-Futuro staff.
 - Plan and facilitate ELP I workshops on one weekday evening per week, and Saturdays while the program is in session, to help students develop the academic and leadership skills needed for higher education.
 - 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.
 - Deliver ELP II civic engagement component of the program.
 - Train and support ELP I mentors and other volunteers.



- Maintain and report accurate participant and volunteer data (testimonies, pictures, attendance, progress, completion), and keep track of program expenses for meals and supplies in real-time.
- Assist with ELP I marketing and outreach efforts.
- Assist with recruitment of students, mentors, and volunteers.
- Engage established and new community partners in supporting ELP activities, including middle and high school administrators, as well as college admissions staff.
- Administer and submit receipts of expenses and budgets for supplies and food at each site.

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 staff meetings and other meetings and training essential to the execution of job 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, 2021, to on or about August 15, 2022
- Must be able to facilitate workshops 2-3 afternoons and 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 Roanoke.
- Fluent written and spoken communication skills in English and Spanish.

Preferred Qualifications:

- Experience providing direct or virtual social or educational services to youth and families
- Excellent organization and team-building skills
- Relevant facilitation and/or teaching experience
- Foreign language proficiency, especially Spanish
- 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

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings

Equal Employment Opportunity

Edu-Futuro does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

How to Apply:

Send a cover letter, resume, and references and recommendations 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.