



Position Description

Position Title: Emerging Leaders Program I (ELP I) Team Lead

<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 a full-time **Emerging Leaders Program (ELP) Team Lead*** to lead Pre-ELP, ELP I, and II efforts in the Northern Virginia area and 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 Emerging Leaders Program Team Lead is passionate about serving our mission and is motivated to empower children and youth to work towards their goals. The **ELP Team Lead** executes program projects, initiatives, curricula, and activities for Youth and Parent Empowerment and/or Community Outreach. The **ELP Team Lead** 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. Edu-Futuro’s **ELP Team Lead** 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.

*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.
- Parent component for Pre-ELP, ELP I & ELP II
- Maintain and develop curriculum in coordination with Edu-Futuro staff.
- Support the efforts of other Pre-ELP and ELP I facilitators and the overall functioning (daily activities, events, etc) of the Pre-ELP and ELP I programs.
- 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.
- Organize youth events, such as community service activities, field trips, college visits, and graduation ceremonies.



- Assist with training and supporting Pre-ELP and 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 Pre-ELP and ELP I marketing and outreach efforts.
- Recruit students
- Engage established and new community partners in supporting Pre-ELP and ELP I activities, including middle and high school administrators as well as college admissions staff.
- Work closely with immediate supervisor, YPC, to ensure all planning and programming efforts, outreach, recruitment, events, materials, resources, data, database software are in order and decision making is agreeable to the policies and procedures of the organization.

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 training 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. 38 hours/week) from on or about September 1, 2021 to on or about August 15, 2021
- 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 Alexandria, Arlington, and Fairfax
- Fluent written and spoken communication skills in English and Spanish

Preferred Qualifications:

- Experience providing direct and 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 can be used towards student loans and/or 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 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: 6/10/2021