



Position Description

Position Title: **AmeriCorps Parent Specialist (2 positions)**

Reports to:

Adult Programs Coordinator

Status:

AmeriCorps Member

Full or part time:

Full-Time

Location:

Hybrid

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 two (2) full-time **Parent Specialists*** to provide support to the Parent Empowerment Services, (PES), team by: Facilitating financial literacy workshops, resume & cover letter writing workshops, and providing employment readiness services to parents and adults from the City of Alexandria, Arlington, and Fairfax Counties, Prince William County and Roanoke, Virginia.

The **Parent Specialist** is self-motivated, compassionate, and passionate about helping others see their full potential. Edu-Futuro’s **Parent Specialist** executes program projects, initiatives, curricula, research, and activities for parents and/or Community Outreach. An Edu-Futuro **Parent Specialist** will excel at program facilitation, teamwork, parent engagement and at having an adaptable personality 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. In addition, the Parent Specialist will support the PES team in all Parent programs where needed. An Edu-Futuro **Parent Specialist** 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.

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 adult/parent programs and the logistics involved with those programs.



- Collaborate with the Workforce Development Specialist, (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.
- Serve with the Workforce Development Specialist (WDS) in the implementation of evaluation instruments to assess programmatic outcomes and collect data from individuals served.
- Maintain and report accurate participant and volunteer data (attendance, progress, completion), and keep track of program’s expenses for meals and supplies.
- Collect data from individuals to be served in adult programs.
- Deliver 5 week workshops in resume building and cover letter writing.
- Deliver the Tech for Parents 5weeks training class.

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.
- Model excellent communication and relationship skills with school/site administrators, Edu-Futuro staff and partners in the community.
- 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. 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

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.