



Position Description

Position Title: **Emerging Leaders Program (ELP) STEM 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 (1) full-time **STEM Facilitator*** to lead the STEM Program to students in grades 4-8 in the city of Roanoke, VA. Currently, the ELP STEM program focuses on creating access to quality academic enrichment and developing interests in STEM professions. In the Virtual STEM program path, youth in grades 4-8 & 9-12 meet using online platforms to work on real-life STEM situations/problems to learn to connect science to their daily lives and solve problems in today’s world.

Edu-Futuro’s STEM Facilitator is passionate about serving our mission and is motivated to empower the children and youth we serve to learn about the different fields in STEM. The **ELP STEM Facilitator** works well under pressure, knows how to balance competing priorities, has experience with and/or knowledge of STEM, is open to new learning experiences, and is comfortable working with an array of people. Edu-Futuro’s **ELP STEM Facilitator** will excel at program facilitation, teamwork, youth engagement, multitasking, communication, and classroom management while showing mastery in clerical duties. The service 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 STEM Facilitator** will have outstanding interpersonal skills along with above-average organizational and time management skill sets. This is an overall position description; the 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 weekday after-school ELP STEM activities according to the designated schedules
- Prepare, administer and report results of pre- and post-surveys to measure students’ progress
- Keep inventories, and maintain robotics laptops, curriculum software, and robot kits in working order conditions
- Train and support ELP STEM 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.
- 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 with the organization of youth events, such as community service activities, field trips, college visits, and graduation ceremonies
- Engage established and new community partners in supporting ELP STEM activities, including middle and high school administrators, as well as college admissions staff

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 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:

- Minimum junior or senior in college or college graduate in a STEM related field.
- Available part-time (900 hours; approx. 25 hours/week) from on or about December 1, 2020 to on or about August 14, 2021
- Must be able to serve 2-4 afternoons and evenings/week and Saturdays during the delivery of the STEM program
- STEM knowledge and skill development
- U.S. Citizen or permanent resident
- Passionate about teaching as well as serving the immigrant community
- Fluent written and spoken communication skills in English

Preferred Qualifications:

- Experience providing direct or virtual social or educational services to youth and families
- Experience with student support service programs and math and/or science instruction
- Excellent organization and team-building skills
- Foreign language proficiency, especially Spanish
- Some experience teaching and working with immigrants

Benefits:

- Monthly stipend
- Local travel reimbursement for service-related activities
- 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.

Revised: 06/10/2021