



Edu-Futuro | www.Edu-Futuro.org  
 2110 Washington Blvd, | Arlington, VA 22204  
 Syphax Education Center | 2nd Floor  
 Office: (703) 228-2560 | Fax: (703) 228-2562 |

## Position Description

<b>Job title:     Parent and Student Outreach Specialist</b>		
<b>Reports to:</b> Parent & Student Outreach Coordinator	<b>FLSA status:</b> Exempt	<b>Full or part time:</b> Full time until February 15, 2022
<b>Summary:</b>		
<p>The mission of <b>Edu-Futuro</b> (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development, parent engagement, case management, and workforce development. Established in 1998, Edu-Futuro reaches approximately 3,200 children, youth, and adults annually.</p> <p>As Fairfax County Public Schools (FCPS) prepares to return all students to full-time, in-person learning, Edu-Futuro will assist the school system to persuade hard-to-reach Latinx and immigrant families that registering their children for school is: A) safe, and b) the best form of academic instruction for students in need of accommodations, such as English Language Learners (ELLs).</p> <p>Therefore, <b>Edu-Futuro</b> seeks two (2) full-time <b>Parent and Student Outreach Specialist (P&amp;SOS)</b> to serve as liaisons between Edu-Futuro and the Fairfax County Public Schools (FCPS) Parent Liaisons for each of the five FCPS school regions. Each P&amp;SOS will be tasks with reaching out to the Latinx and immigrant families as referred by FCPS Parent Liaisons, discussing their needs and concerns, and reporting back to FCPS with barriers in need of addressing.</p> <p>Edu-Futuro’s position of Parent and Student Outreach Specialist (P&amp;SOS), requires a professional who is self-motivated and dynamic who has the ability to work independently, but also works well with a team, and who is resourceful and adaptive to changes and complicated scenarios in working with families. 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. The P&amp;SOS 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.</p>		
<b>Primary duties:</b>		
<ul style="list-style-type: none"> <li>• Develop a supportive and trusting relationship with youth and parents, and identify specific issues impacting student engagement in school.</li> <li>• Maintain communication on a daily basis by phone, email, and other means with families.</li> <li>• Maintain accurate case management records of beneficiary’s background, current participation, progress, milestones reached, and barriers to success.</li> <li>• Coordinate with FCPS Parent Liaisons to ensure that beneficiaries receive the appropriate support and services that could improve successful reconnection with the schools.</li> </ul>		

- Connects beneficiaries to available services that include rental assistance, food resources, healthcare services, legal services, as well as other services to meet basic needs.
- Provides service coordination to help beneficiaries overcome barriers to accessing services such as language proficiency and cultural norms while increasing engagement and active participation.
- Follows up with each case as needed.
- Provides beneficiaries with additional referrals to local governments, other nonprofits, or personal resources for services that include rental assistance, food resources, healthcare services, legal services as well as other services to meet basic needs, during the time of intervention.
- Closes the cases with positive outcomes, including rental assistance, food resources, healthcare services, legal services as well as other services to meet basic needs.
- Assists with the collection of stories, examples, and scenarios that illustrate the need for the success of our work.
- Provides assistance with the development of reports as required by funders.
- Access to a car required. Service activities are conducted throughout Northern Virginia.

**Additional duties:**

- Participates in external meetings related to the position and community work with partners also providing services.
- Other duties as assigned.

**Qualifications required:**

- Bachelor's degree.
- 2-4 years of professional experience.
- Two years of case management experience.
- Superior written and verbal communication skills in English and Spanish.
- Strong interpersonal skills and the ability to be an effective communicator.
- Compassion for families in tough situations or going through difficult transitions.
- Experience achieving outcomes-based objectives and a data-driven mindset.
- Ability to search, find, and connect community members with resources.
- Strong collaboration and critical thinking skills.
- Knowledge of best practices regarding parent engagement.
- Strong commitment to and passion for the mission of Edu-Futuro.
- Knowledge of issues impacting immigrant children, youth, and families.
- Must be a flexible team player.
- Experience developing relationships with businesses, corporations, agencies, and organizations a plus.

**Preferred Qualifications:**

- Master's degree, or in lieu of the Master's degree, four years of professional experience in addition to the minimum 2 years required
- Experience in Case Management that is immigrant-focused.
- Familiarity with the Northern Virginia region, particularly Arlington County, Fairfax County, Prince William County, and the City of Alexandria.



# Edu-Futuro

Empowering Students  
Engaging Parents  
Transforming Communities

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## **COVID-19 Precaution(s):**

- Personal protective equipment provided
- 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](mailto: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 08/06/2021