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Position Description

Job title: Parent Support & Team Lead

<u>Reports to:</u> Director of Programs	<u>FLSA status:</u> Exempt	<u>Full or part time:</u> Full time
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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 3,200+ children, youth, and adults annually.

Edu-Futuro seeks one (1) full-time **Parent Support & Team Lead (PS&TL)** to directly provide support to the parent and case management programs staff. The Parent Support & Team Lead will assist with attending outreach events in the community, organizing parent classes, training new staff members, providing ongoing support to the hourly employees and parent support specialists. In collaboration with the hourly employees, and parent support specialists, the Parent Support & Team Lead will provide monthly and quarterly reports to the Director of Programs as agreed with Edu-Futuro’s funders.

Edu-Futuro’s position of Parent Support and Team Lead (PS&TL), 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 PS&TL 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.

- Primary duties:**
- Under the supervision of the Director of Programs, lead the expansion of Edu-Futuro’s Parent Empowerment Services in the City of Alexandria, Arlington County and other jurisdictions.
 - Support the delivery of programs in Fairfax, Arlington and Prince William Counties, and the City of Alexandria as needed.
 - Coordinate with hourly staff for the delivery of parent workshops and/or evidence-based curricula (including facilitators, child care providers and other support personnel as needed).
 - Prepare materials for the facilitation of parent workshops, and/or evidence-based curricula.
 - Communicate with parents and understand/assess their needs.
 - Provide weekly and ongoing support to the case management team.
 - Assure that program objectives are being met.

- Implement evaluations and surveys to assess programmatic outcomes and collect data.
- Ensure that program results are tracked, analyzed, and tailored to specific audiences.
- Ensure all program statistical and narrative data is both current and accurate.
- Supports the Director of Programs in preparing reports.
- Take initiative to identify opportunities for program improvements and relationships that propel Edu-Futuro towards its mission.
- Collaborate with Edu-Futuro staff to identify and recruit parent participants and to provide holistic support to them.
- Be up-to-date on research and best practices.
- Help with the collection of stories, examples, and scenarios that illustrate the need for success of our work.
- Compiles and edits materials from the parent support team for the newsletters of Edu-Futuro.
- Compiles time sheets, mileage reports, phone bills plus any other receipts and reports back to the Director of Programs to ensure timely processing of monthly time sheets and other requests for reimbursements such as mileage or preapproved purchases.
- Some Saturday morning and evening support required based on program needs.
- Access to a car required. Service activities are conducted throughout Northern Virginia.

Additional duties:

- Supports as needed in conducting fundraising events, including post-event follow up.
- Participates in external meetings related to program activities on an as-needed basis, as approved by the Director of Programs and Executive Director.
- Other duties as assigned.

Qualifications required:

- Bachelor's degree.
- 2 to 3 years of case management or comparable experience.
- Strong interpersonal skills and the ability to be an effective communicator.
- Strong written and verbal communication skills in English and Spanish.
- Compassion for families in tough situations or going through difficult transitions.
- Results-oriented and self-directed with excellent organization and project management skills.
- Experience achieving outcomes-based objectives and a data-driven mindset.
- Ability to develop community resources and partnerships.
- Strong collaboration and critical thinking skills.
- Knowledge of issues impacting immigrant children, youth, and families.
- Strong commitment to and passion for the mission of Edu-Futuro.
- Willingness and ability to attend evening and weekend meetings or events.
- Must be a flexible team player.
- Experience developing relationships with businesses, corporations, agencies and organizations a plus.

Preferred Qualifications:

- Master's degree.
- Knowledge of best practices regarding parent engagement, and workforce development.
- Familiarity with Edu-Futuro's parent workshop curricula.
- Experience with the Apricot Case Management/Database Software.

- Familiarity with the Northern Virginia region, particularly the City of Alexandria and Arlington County.

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 Victoria Mejia, 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 10/15/2021