



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

Job title: Youth Programs Team Lead		
Reports to: Director of Programs	FLSA status: Exempt	Full or part time: Full time
<p>Summary:</p> <p>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.</p> <p>Edu-Futuro’s full-time Youth Programs Team Lead (YPTL) is responsible for the success of the organization’s youth programs, including oversight of the four-part Emerging Leaders Program. The YPTL recruits, trains, and supervises the youth programs’ facilitators (AmeriCorps members) each fiscal year. The YPTL is also responsible for keeping AmeriCorps members on track with program activities as described in Edu-Futuro’s Strategic Plan and Annual Implementation Plan, and for working with the Director of Programs in implementing strategies towards ensuring the achievement of defined outcomes and other grant commitments.</p> <p>Edu-Futuro’s Youth Programs Team Lead is a self-motivated and dynamic professional who works well under pressure, knows how to balance competing priorities, is open to new learning experiences, is comfortable working with an array of people, including young professionals, teenagers, school personnel, and experienced administrators and executives, and is willing to join a fun work environment where teamwork and laughter are as much part of the culture as responsibility, timeliness, and accuracy are.</p>		
<p>Primary duties:</p> <ul style="list-style-type: none"> • Advises, informs, and works hand-in-hand with the Director of Programs on all youth program scheduling and operations. • Updates the public calendar. • Supervises the AmeriCorps members delivering Edu-Futuro’s Emerging Leaders Programs (ELP) in carrying out the primary duties of their positions ensuring that quality standards are upheld. • Informs the Volunteer Coordinator about required volunteers per session for the youth programs. • Plans workloads, allocating tasks and monitoring progress against targets for youth programs in Arlington, and Fairfax Counties, Alexandria and Roanoke Cities, and other jurisdictions. • Supports the Director of Programs in preparing and conducting AmeriCorps members’ performance appraisals. • Supports the Director of Programs in preparing reports. • Oversees and supports advertising and outreach activities or events to attract new and repeat youth and parents of youth in our programs to accomplish Edu-Futuro’s program enrollment and two-generation approach goals. • Compiles data from AmeriCorps Team Leads for the Director of Programs in order to document and periodically report program participants’ performance through surveys, as required by the Board of Directors, partners, and grant funders. 		

- Utilizes tracking software to maintain up-to-date records of youth demographics and performance in Edu-Futuro youth programs.
- Coordinates AmeriCorps member activities and events, including community service, team meetings and supervisions as well as check-ins.
- Approves AmeriCorps members time sheets and compiles phone bills plus any other receipts and reports back to the Director of Programs to ensure timely processing of monthly stipend payment for AmeriCorps members, as well as other requests for reimbursements such as mileage or preapproved purchases.
- Compiles and edits materials from the youth program staff for the newsletters of Edu-Futuro.
- Some Saturday mornings and evening support required based on program needs.

Additional duties:

- Supports the Director of Programs, Executive Director, and the Board of Directors as needed in conducting fundraising events, including post-event follow up as required.
- Represents the organization at external meetings or events related to program activities on an as-needed basis as approved by the Director of Programs and Executive Director.
- Assists in preparation of the organization's annual report.
- Other duties as assigned.

Qualifications required:

- Bachelor's degree.
- 2 to 3 years of programs and operations experience in nonprofit organizations or a mix of non-profit and private sector experience.
- Demonstrated ability to proactively communicate, organize, prioritize, manage time, troubleshoot, and handle multiple tasks to meet competing deadlines and outcomes.
- Knowledge of, and sensitivity towards, issues that commonly impact immigrant children, youth, and families.
- Proficient working knowledge of Microsoft Office™ Suite and email marketing.
- Demonstrated team player with high level of collaboration and flexibility.

Qualifications preferred:

- Managerial skills to lead and supervise program staff effectively.
- Experience providing direct social or educational services to youth and families.
- Previous AmeriCorps Member.
- Familiarity with the Northern Virginia region, particularly Arlington, Fairfax, Roanoke, and other counties.
- Fluent written and spoken communications skills in English plus one other language, preferably Spanish.

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 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