



Edu-Futuro | www.Edu-Futuro.org
 2110 Washington Blvd. | Arlington, VA 22204
 Syphax Education Center | 2nd Floor
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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 serves 3,385 children, youth, and adults annually.</p> <p>The Youth Programs Team Lead (YPTL) is responsible for the success of programming efforts of the complete pipeline of the organization’s youth programs, as well as the recruitment, training, and supervision of the youth programs’ facilitators (AmeriCorps members) each fiscal year. The YPTL is also responsible for keeping AmeriCorps members on track of program activities as described in the Strategic Plans and Annual Implementation Plans of Edu-Futuro, and for working with the Director of Programs in implementing strategies towards ensuring the achievement of outcomes and other grant commitments.</p> <p>Edu-Futuro’s Youth Programs Team Lead is a self-motivated and dynamic professional who supervises EF’s four-part Emerging Leaders Program. The YPTL works well under pressure in a fast-paced environment, 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 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>		
<ul style="list-style-type: none"> • Primary duties: • 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 and works hand-in-hand with 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, Fairfax, Roanoke, and other counties. • Supports the Director of Programs in preparing and conducting performance appraisals of AmeriCorps members. 		

- 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 bimonthly stipend payment for AmeriCorps members as well as other requests for reimbursements such as mileage or preapproved purchases.
- Compiles and edits materials from the Team Leads for the newsletters of Edu-Futuro.

Additional duties:

- Supports the Director of Programs, Executive Director, and the Board of Directors as needed in conducting fundraising and outreach 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.
- Develops and grows the network of partners in the community along with or as assigned by the Director of Programs or the Executive Director.
- Other duties as assigned.

Required Qualifications:

- Bachelor’s degree.
- 2 to 3 years of programs experience or involvement with nonprofit organizations, or a mix of non-profit and private sector experience.
- Experience providing direct social or educational services to youth and families.
- 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™ and Google Suite as well as email marketing.
- Demonstrated team player with high level of collaboration and flexibility.

Preferred Qualifications:

- Managerial skills to lead and supervise program staff effectively.
- 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.
- Ability to independently interpret policies and processes.

Competencies:

Integrity

- Accurate and transparent in communication.
- Share critical information accurately, openly, and voluntarily.
- Focus relentlessly on continuous improvement.
- Persevere through challenges and difficulties to do the right thing.
- Communicate pride and ownership of work.
- Own both successes and mistakes.

Interpersonal Skills

- Ability to work effectively with different people and teams of people by putting others at ease.
- Acknowledging diverse opinions, addressing relevant concerns, minimizing conflict, promoting harmony.
- Some Saturday mornings and evening support required based on program needs.

Versatility

- Manage conflicting demands and priorities smoothly
- Adjust readily to changing priorities and conditions
- Move from decisions to action and results quickly and effectively
- Acquire and apply new ideas with ease and confidence

Organization Skills

- Ability to identify and set priorities, plan and effectively allocate appropriate resources.
- Attentive to detail so that relevant issues are addressed and result in high-quality outcomes.

Teamwork

- Establish and maintains effective relations with staff, volunteers, beneficiaries, AmeriCorps members, students, families, and stakeholders
- Work actively to resolve conflicts
- Respond appropriately to employee and/or co-worker concerns
- Leverage every opportunity to teach and learn

Results-oriented

- Understand and is sensitive to beneficiaries' challenges, needs, and strengths, and positively impacts their lives towards self-sufficiency and prosperity
- Work with a sense of urgency, determination and purpose
- Make and keep clear agreements
- Exhibit ability to learn and apply new skills
- Accountable for meeting and exceeding expectations
- Act in alignment with the organization's priorities

Work Schedule:

- M-F; 9:00a-5:30p at the Springfield office.

- Work some evenings and weekends may be needed to meet deadlines and support Edu-Futuro programs.
- Vehicle required.

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Some virtual meetings

Equal Employment Opportunity

Edu-Futuro is an equal opportunity employer.

How to Apply:

Send a cover letter and resume to Victoria Mejia, Director of Programs, at victoria@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.