



## Position Description

### **Position Title: Emerging Leaders Program (ELP) Facilitator Northern Virginia (3 positions)**

<b>Reports to:</b> Youth Programs Team Lead	<b>Status:</b> AmeriCorps Member	<b>Full or part-time:</b> Three-Quarter-Time	<b>Location:</b> In-Person
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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 3,637 children, youth, and adults annually.

**Edu-Futuro** seeks two (3) Three-Quarter-Time **Emerging Leaders Program (ELP) Facilitators\*** to lead the ELP parts I and II programs and program activities, in the Northern Virginia area and the city of Roanoke. ELP I and II (College preparation and Civic Engagement programs) are designed to prepare immigrant youth for college and develop leadership skills through group and individual mentoring sessions.

**Edu-Futuro’s ELP Facilitator** is passionate about serving our mission and is motivated to empower children and youth to work towards achieving their goals. Edu-Futuro’s **ELP Facilitator** executes program projects, initiatives, curricula, and activities for Youth Empowerment and/or Community Outreach. An Edu-Futuro **ELP Facilitator** will excel at program facilitation, teamwork, youth engagement, multitasking, communication, and classroom management while showing mastery in clerical duties. The tasks will be a variety of direct service, as well as logistical services in support of the operations of the programs, and gathering and inputting information for reporting and other purposes. An Edu-Futuro **ELP Facilitator** will have outstanding interpersonal skills along with above-average organizational and time management skill sets.

This is an overall position description; position functions listed below are not all-inclusive.

\*Edu-Futuro’s AmeriCorps Program is funded by the Corporation for National and Community Service.

#### **Service duties:**

- Plan and conduct ELP I sessions four times a year and ELP II throughout the full academic year.
- Maintain and develop curriculum in coordination with Edu-Futuro staff.
- Plan and facilitate ELP I workshops on one weekday evening per week, and Saturdays while the program is in session, to help students develop the academic and leadership skills needed for higher education.
- Serve one-on-one with ELP II high school seniors to mentor them through the college, financial aid, and scholarship application process on a weekly basis, during the full academic year.
- Deliver the ELP II civic engagement component of the program.
- Assist Youth Programs Team Lead with youth events, such as community service activities, field trips, college visits, and graduation ceremonies.
- Train and support ELP I mentors 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.
- Assist with ELP I and ELP II marketing and outreach efforts.
- Assist with recruitment of students, mentors, and volunteers.

- Engage established and new community partners in supporting ELP 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 in your site
  - promoting **Edu-Futuro** and AmeriCorps
  - planning community service and other events
  - participating in regular team activities, such as meetings, training, reporting, and evaluation activities
  - Prepare and administer pre-and post-surveys to measure students' progress.
- Foster relationships with school/site administrators, other Edu-Futuro Program Facilitators, and staff.
- Participate in weekly organization meetings and other staff 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:**

- Associate's Degree or Bachelor's Degree (upperclassmen are welcome to apply!)
- Available full-time (1,200 hours; ca. 25 hours/week) from on or about September 1, 2022 to on or about August 31, 2023
- Must be able to facilitate workshops 2-3 afternoons and evenings/week and occasional Saturdays during the delivery of the Emerging Leaders Programs
- U.S. Citizen or Permanent Resident
- Passionate about mentoring and serving the immigrant community
- Access to a motor vehicle to conduct service activities throughout the City of Alexandria, Arlington, and Fairfax Counties
- Fluent written and spoken communication skills in English

**Preferred Qualifications:**

- Experience providing direct or virtual social or educational services to youth and families
- Excellent organization and team-building skills
- Relevant facilitation and/or teaching experience
- Foreign language proficiency, especially Spanish
- Some experience working with immigrants
- Access to a motor vehicle, to conduct service activities throughout Alexandria, Arlington, Fairfax, or Prince William Counties, depending on your site for service

**Benefits:**

- Monthly stipend: **\$1,529.41**
- Segal AmeriCorps Education Award can be used towards student loans and/or help finance higher education pursuits upon successful completion of service: **\$4,546.50**
- Local travel reimbursement for service-related activities

- Professional development and networking opportunities
- Student loan forbearance or deferment
- Gain or enhance skills and valuable experience to prepare you for a career after service
- Make an impact in under-served communities
- Learn about the nonprofit world through an agency that was founded in 1998.

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

- Personal protective equipment provided or required as needed or requested
- Social distancing and other precautions in observance of CDC guidelines
- Some virtual meetings and check-ins as scheduled

**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:**

Please complete the form [bit.ly/3A5VtnY](https://bit.ly/3A5VtnY) and you will be contacted for an interview. 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: 8/10/2022