



Position Description

Position Title: **STEM Lead – Northern Virginia**

<u>Reports to:</u> Youth Programs Team Lead	<u>Status:</u> AmeriCorps Member	<u>Full or Part-Time:</u> Full-Time	<u>Location:</u> 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 one (1) full-time **STEM Lead*** to lead activities related to the STEM Robotics Program for students in grades 4-8 as well as mentor high school students in the Northern Virginia area and the city of Roanoke. In the Robotics Club program, youth in grades 6-8 meet after school to work through robotics lessons aligned with Common Core Standards and participate in internal, local, and regional competitions.

Edu-Futuro’s STEM Lead is passionate about serving our mission and is motivated to empower the children and youth we serve to learn about the different fields in STEM. The **STEM Lead** performs well under pressure, knows how to balance competing priorities, has experience with and/or knowledge of STEM, is open to new learning experiences, and is comfortable serving an array of people. Edu-Futuro’s **STEM Lead** will excel at program facilitation, teamwork, youth engagement, mentorship, and classroom management while showing mastery in clerical duties. The tasks 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. Edu-Futuro’s **STEM Lead** 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.

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

Service duties:

- Plan and conduct weekday after-school STEM activities according to the designated schedules.
- Maintain and develop up-to-date STEM curriculum in coordination with Edu-Futuro staff.
- Prepare, administer, and report results of pre-and post-surveys to measure students’ progress.
- Keep inventories, and maintain robotics laptops, curriculum software, and robot kits in working order conditions.
- Train and support STEM 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.
- Plan and conduct a robotics competition at the end of the program.
- Coordinate Robotics teams to enter local and regional robotics competitions.
- Assist with STEM marketing and outreach efforts.
- Assist with recruitment of students, mentors, and volunteers.

- Engage established and new community partners in supporting STEM activities, including middle and high school administrators as well as college admissions staff.
- Work closely with immediate supervisor, YPTL, to ensure all planning and programming efforts, outreach, recruitment, events, materials, resources, data, database software are in order and decision making is agreeable to the policies and procedures of the organization.
- Assist Team Lead with analysis of data.

Additional duties:

- Participate fully in all team responsibilities, including but not limited to:
 - enhancing & expanding programming, student services, resources, and capacity
 - 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 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:

- Minimum junior or senior in college or college graduate in a STEM related field
- Available full-time (1700 hours; ca. 38 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
- STEM knowledge and skill development
- U.S. Citizen or Permanent Resident
- Passionate about teaching as well as serving the immigrant community
- Access to a motor vehicle to conduct service activities throughout the City of Alexandria, Arlington, Fairfax Counties or Prince William County
- Fluent written and spoken communication skills in English

Preferred Qualifications:

- Experience providing direct social or educational services to youth and families
- Experience with student support service programs and math and/or science instruction
- Excellent organization and team-building skills
- Foreign language proficiency, especially Spanish
- Some experience teaching and working with immigrants

Benefits:

- Monthly stipend: **\$2,166.67**
- Segal AmeriCorps Education Award can be used towards student loans and/or help finance higher education pursuits upon successful completion of service: **\$6,495**
- Local travel reimbursement for service-related activities
- Health insurance: Kaiser Permanente Platinum Plan.
- 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 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