



Edu-Futuro

Empowering Students
Engaging Parents
Transforming Communities

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JOB OVERVIEW

Job Title: College Readiness and Career Access Specialist

Job Location: Fairfax, VA

FLSA Status: Exempt

Type of Position: Full-time

Reports to: Youth Programs Team Lead

POSITION DETAILS

Summary of Agency:

- The mission of Edu-Futuro (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development, parent engagement, and workforce development. Established in 1998, Edu-Futuro reaches more than 2,000 families annually.

Overview

- The College Readiness and Career Access Specialist (CRCAS) 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, college staff, and is willing to join a fun work environment where teamwork and laughter are as much part of the culture as responsibility, timeliness, outcomes, data, and accuracy are.
- The CRCAS is responsible for the success of the organization's **Emerging Leaders Program Part II (ELP II)** offered to 12 grade students for the College Application, Financial Aid, and Scholarship Application, and **Emerging Leaders Program Part III (ELP III)** offered to college students who are attending post-secondary education each fiscal year.

Job Purpose:

- The purpose of the College Readiness and Career Access Specialist (CRCAS) is to assist in managing the implementation and administration of **ELP II** for 12th grade high school students, and **ELP III** post-secondary college access program.
- Support the Youth Programs Team Lead, and work with AmeriCorps members to mentor and support 12th grade students during the college application, financial aid, scholarship application, and life at college.
- Mentor low-income and/or potential first-generation college youth in exploring post-secondary educational decision-making processes and connecting them with the offices that provide services within their post-secondary institutions.
- Provide specific case management to at least 30 students to prepare them for success in their post-secondary schools.
- Manages volunteers who mentor the students, while attending their post-secondary education.

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| | <ul style="list-style-type: none"> ● Working with the Executive Director, Programs Manager, Youth Programs Team Lead, AmeriCorps members, and Volunteer Coordinator assist the students in securing internships. |
| <p>Duties & Responsibilities</p> | <p><u>Primary duties:</u></p> <ul style="list-style-type: none"> ● Works with AmeriCorps members to mentor and support 12th grade students during the college application, financial aid, scholarship application, and preparation for life at college. ● Works with students in providing resources and tools to successfully make the transition from high school into post-secondary education. ● The CRCAS facilitates access to resources at the postsecondary institutions, increases student and family awareness of educational, career, and scholarship opportunities, and connects students to their college and financial aid offices and college advisors at their different colleges in the Washington Metropolitan Region. ● Cultivates and maintains partnerships and facilitates effective collaborations with both community- and school-based college access partners for post-secondary educational and employment planning and support. ● Advises, informs, and works hand-in-hand with the Youth Programs Team Lead on all program activities. ● Works closely with AmeriCorps members, and the Volunteer Coordinator to bring volunteers per session for the ELP II and ELP III programs. ● Supports the Youth Programs Team Lead in preparing reports as required by the funders. ● Works closely with the Communications department to run advertising and outreach activities or events to attract new youth to the ELP II and ELP III programs each year. ● Compiles data, testimonies, and case notes from the individual mentoring sessions as well as pre and post surveys in order to document and periodically report program participants' performance, as required by the Board of Directors, partners, and grant funders. ● Maintains up-to-date records of youth demographics and performance in Edu-Futuro's ELP II and ELP III programs. ● Coordinates activities and events for students in the programs. ● Compiles and edits materials from the ELP II and ELP III programs for the monthly newsletters of Edu-Futuro. ● Some Saturday mornings and evening support may be required based on programs and student needs. <p><u>Additional duties:</u></p> <ul style="list-style-type: none"> ● Represents the organization at external meetings or events related to program activities on an as-needed basis as approved by the Executive Director, Deputy Director, Programs Manager, and Youth Programs Team Lead. ● Assists in preparation of the organization's annual report. ● Promote Edu-Futuro's youth and parent programs during outreach opportunities. ● Other duties as assigned. |

BENEFITS

- Salary based on experience starting \$45,000.00 per year.
- Kaiser Permanente Platinum Plan health insurance.
- Dental Insurance.
- Short-term disability, long-term disability, and life insurance
- Simple Individual Retirement Account with 3% matching.
- Local travel reimbursement for program-related activities.
- Professional development and networking opportunities with schools and colleges in the Northern Virginia area.
- Gain or enhance skills and valuable professional experience in: Communication, Teamwork and Interpersonal skills, Leadership, Creativity and Problem-Solving, Professionalism and Productivity, Global Perspective, and Digital Fluency.
- Make an impact in underserved communities.

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, parental status, military service, or other non-merit factors.

HOW TO APPLY

- Send a cover letter and resume to the Hiring Committee at deputydirector@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until the position is filled.