



Edu-Futuro | www.Edu-Futuro.org
 2110 Washington Blvd. | Arlington, VA 22204
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Position Description

Job title: Parent and Youth Outreach Specialist (PYOS)

Reports to:

Parent and Youth Outreach Team Lead

FLSA status:

Exempt

Full or part time:

Full time

Summary:

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, case management, and workforce development. Established in 1998, Edu-Futuro reaches more than 2,000 families annually.

As Arlington Public Schools (APS) prepares to return all students to full-time, in-person learning, Edu Futuro will assist the school system to persuade hard-to-reach Latinx and immigrant families that registering their children for school is: A) safe, and b) the best form of academic instruction for students in need of accommodations, such as English Language Learners (ELLs).

The Parent and Youth Outreach Specialist (PYOS) will reach out to Latinx and immigrant families per the direction of APS and Edu-Futuro leadership, discussing their needs and concerns, and reporting back to the Parent and Youth Outreach Coordinator with barriers in need of addressing.

Edu-Futuro’s position of Parent and Youth Outreach Specialist (PYOS), requires a professional who is self motivated and dynamic who has the ability to work independently, but also works well with a team, and who is resourceful and adaptive to changes and complicated scenarios in working with families. The work will be a variety of direct service, administration, coordination, and logistical services in support of the operations of the programs, and gathering and inputting information for reporting and other purposes. The PYOS 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.

Primary duties:

- Develop a supportive and trusting relationship with youth and parents, and identify specific issues impacting student and parent engagement with the school system.
- Maintain communication daily by phone, email, and other means with families, following approved communication protocols.
- Maintain accurate case management records of beneficiary’s background, demographics, and current participation.

- Report progress, milestones reached, and barriers to success.
- Coordinate with APS Parent Liaisons to ensure that beneficiaries receive the appropriate support and services that could improve successful reconnection with the schools.
- Connect beneficiaries to available services that include rental assistance, food resources, healthcare services, legal services, as well as other services to meet basic needs.
- Provide service coordination to help beneficiaries overcome barriers to accessing services, such as language proficiency and cultural norms, while increasing engagement and active participation. • Follow up with each case as needed.
- Identify and share resources for services that include rental assistance, food resources, healthcare services, legal services, as well as other services to meet basic needs, during the time of intervention. • In agreement with school's contact close the cases with positive outcomes that shows the decrease in students chronic absenteeism rate under 10%, improving school grades, developing action plans with their school counselors, and for the students' parents to connect them with resources for rental assistance, food assistance, health care services, legal services as well as other services to meet basic needs.
- Assist with the collection of stories, examples, and scenarios that illustrate the need for the success of our work.
- Complete home visits as necessary.
- Comply with information confidentiality required by Edu-Futuro and founders.
- Comply with mandatory monthly reports and due dates as required by the supervisor and funders.
- Access to a car required. Service activities are conducted throughout Northern Virginia.
- Due to nature of the intervention, this is an in-person position.
- Other duties as assigned.

Additional duties:

- Participates in activities and community work related to the position, with partners also providing services.
- Open to provide support after traditional business hours, as necessary.
- Other duties as assigned.

Qualifications required:

- Bachelor's degree.
- 2- 4 years of professional experience.
- Two years of case management experience.
- Superior written and verbal communication skills in English and Spanish.
- Proven skills in leadership, group facilitations, marketing, communication, and data collection.
- Compassion for families in tough situations or going through difficult transitions.
- Ability to assess and evaluate community and school needs and resources, and develop and implement programs to meet these needs
- Strong collaboration and critical thinking skills.
- Knowledge of best practices regarding parent engagement.
- Strong commitment to and passion for the mission of Edu-Futuro.
- Knowledge of issues impacting immigrant children, youth, and families.
- Experience developing relationships with businesses, corporations, agencies, and organizations a plus.

Preferred Qualifications:

- Master's degree, or in lieu of the Master's degree, four years of professional experience in addition to the minimum 4 years required
- Experience in case management that is immigrant-focused.
- Familiarity with the Northern Virginia region particularly Arlington County.
- G-Suite, Microsoft Word, Excel.

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, resume, and references and recommendations to Edgar J Payano, Parent and Student Outreach Team Lead, at epayano@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.