



Edu-Futuro | www.Edu-Futuro.org
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Position Description

<u>Job title:</u> Youth Programs Specialist		
<u>Reports to:</u> Youth Programs Team Lead	<u>FLSA status:</u> Exempt	<u>Full or part time:</u> Full time
<p><u>Summary:</u> 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.</p> <p>The Youth Programs Specialist (YPS) contributes directly to the operation and delivery of the organization’s youth programs continuum: the Pre-Emerging Leaders Program (Pre-ELP), the Emerging Leaders Program (ELP) Science, Technology, Engineering, and Math (STEM) Robotics Clubs, ELP - Part I (leadership and career exploration), and the support of ELP Part II (college application, financial aid, and scholarship application). The YPS is also responsible for tracking program activities as described in the Edu-Futuro Strategic Plan and Annual Implementation Plans and for ensuring the achievement of outcomes and other grant commitments.</p> <p>Edu-Futuro’s position of Edu-Futuro’s Youth Programs Specialist requires a professional who is self-motivated and dynamic, who coordinates EF’s Emerging Leaders Programs with the support of the AmeriCorps members, and volunteers. The YPS works well under pressure, know 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. The YPC works in a fast-paced environment and joins a fun work environment where teamwork and comradery are as much a part of the culture as responsibility, timeliness, and accuracy are. The YPC position is required to be at the assigned office OR school depending on the task at hand.</p>		
<p><u>Primary duties:</u></p> <ul style="list-style-type: none"> • Under the supervision of the Youth Programs Team Lead (YPTL), the YPS delivers PRE-ELP, ELP STEM Robotics, ELP I and supports the ELP II program in Northern Virginia Public Schools. • Directs, supports and supervises AmeriCorps members, and volunteers for Edu-Futuro’s Emerging Leaders Programs (ELP) continuum in carrying out the primary duties of their program positions. • Plans weekly meetings with the AmeriCorps members to track their progress towards the organization’s goals, time tracking reported on OnCorps, great stories, testimonies, pictures and videos. 		

- Revises and verifies end of the Month documents; Mileage reimbursement, Timesheets, advance funds, advance funds reconciliation completed by AmeriCorps members.
- Leads, plans and facilitates and when necessary coordinates with AmeriCorps member the implementation of the ELP I curriculum for high school students enrolled in the Emerging Leaders Program.
- Based on schools: requests, plans, organizes, and facilitates the ELP I to help students develop the academic and leadership skills needed for higher education.
- With the direction of the Youth Team Lead, implements outreach activities plan for both, students, panelist or guest speaker as needed.
- Reviews and suggest curriculum modifications accordingly to students' needs and expectations.
- Mentors ELP II high school seniors one-on-one to coach them through the college and scholarship application process including: FAFSA and VASA applications, on a weekly basis, during the full academic year .
- Assists in coordinating monthly ELP II workshops with partner colleges and universities.
- Plans and conducts workshops for parents of ELP students; topics include financial aid, scholarships, and college options.
- Organizes youth events, such as community service activities, field trips, college visits, and graduation ceremonies.
- Maintains and reports accurate participant and volunteer data (attendance, progress, surveys, completion, evaluation), and keeps track of program expenses for meals and supplies.
- Works with YPTL to track program performance and program goals and outcomes, and prepare reports as required by the YPTL.
- Collects and writes participants' success stories to share with current and potential funders.
- Attends training of program requirements, maintains training materials, and coordinates and assists in training peers on a regular basis.
- Assists with updating staff on policy, program, and procedural requirements.
- Organizes and coordinates required outreach activities that help obtain the desired outcomes and outputs.
- Participates in external meetings related to the position and community work with partners as assigned by the YPTL.
- Completes reviews and submits the end-of-the-month documents associated with the position as well as for the staff managed within the organization's required time frames.
- Assists ELP marketing and outreach efforts to recruit students, mentors, and volunteers.
- Engages established and new community partners in supporting ELP activities, including middle and high school administrators as well as college admissions' staff.
- Facilitates PRE-ELP, ELP STEM Robotics Clubs, and ELP I as needed and support the overall functioning of the ELP program continuum.

Additional duties:

- Other duties as assigned.

Qualifications required:

- Bachelor's degree.
- Passionate about teaching/mentoring as well as serving the immigrant community.

- Must be able to work 2-4 evenings/week and Saturdays during the delivery of the Emerging Leader Programs.
- Excellent English & interpersonal skills.
- Access to a car required.

Preferred Qualifications:

- Experience providing direct social or educational services to youth and families.
- Experience with the AmeriCorps Program.
- Familiarity with the Northern Virginia region, particularly Arlington, Fairfax and Prince William counties, and the City of Alexandria.
- Fluent written and spoken communications skills in English plus one other language, preferably Spanish.

Revised: 06/12/2024