

Position Title: Parent Support and Workforce Development Specialist (PSWDS)		
Reports to: WDS Team Lead and Parent Support Team Lead	FLSA status: Exempt	Full: Full time
<p>Summary: The mission of Edu-Futuro (Education 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 During FY23-24, more than 2900 families, positively impacting 5,363 children, youth, and adults annually in the Northern Virginia Region.</p> <p>Edu-Futuro seeks a full-time Parent Support and Workforce Development Specialist (PSWDS). The PSWDS is responsible for implementing the Workforce Development Services Program and Parent Support in the City of Alexandria, including outputs, outcomes, and impact.</p> <p>The PSWDS helps immigrant parents find better jobs and/or develop skills that will benefit them in a competitive job market by conducting bilingual computer classes, bilingual workshops, and individual support (i.e., creating resumes, writing cover letters, practicing for interviews, helping to validate credentials, applying for jobs) that allow parents to more quickly gain the skills necessary to find, apply for, and gain employment.</p> <p>The PSWDS empowers immigrants by providing access to resources and tools for strengthening family bonds, navigating the education system, and enhancing financial literacy for individual, family, and community well-being.</p> <p>The PSWDS is also responsible for conducting intakes and skills assessments, working cooperatively with other community agencies and employers, facilitating/instructing group and individual workshops, documenting cases, and maintaining Edu-Futuro’s bilingual computer class program. In addition, the WDS supports other Adult and Youth programs in activities that complement the Workforce Development Services goals and commitments with the community</p> <p>In collaboration with the Parent Support, Hourly employees, and AmeriCorps Workforce Development members, the PSWDS will provide mandatory monthly and six-month reports to the Workforce Development Team and Parent Support Team Lead as agreed with Edu Futuro’s funders.</p> <p>Edu-Futuro’s position at the PSWDS requires a self-motivated and dynamic professional who can 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, as well as logistical services in support of the operations of the programs, and gathering and inputting information for reporting and other purposes. The PSWDS will have outstanding interpersonal skills and above-average organizational and time management skills. The PSWDS works in a fast-paced environment and joins a fun work environment where teamwork and laughter are as much a part of the culture as responsibility, timeliness, and accuracy are. This is an overall position description; the position functions listed below are not all-inclusive.</p> <p>The Workforce Development Specialist is passionate about serving our mission and is motivated to empower parents and youth to work towards their goals. Edu-Futuro’s Workforce Development Specialist is creative when developing training materials and can identify new</p>		

approaches to meet the beneficiary’s workforce goals. The Workforce Development Specialist works well under pressure, knows how to balance competing priorities, and has outstanding interpersonal skills. The job functions listed below are not all-inclusive.

Primary Responsibilities:

Workforce Development Services (56%)

- Under the supervision of the Workforce Development Team implements Edu-Futuro’s Workforce Development Program in the City of Alexandria.
- Communicate with parents to understand their employment interests and goals and their assessment of their job readiness and occupational skills.
- Provide one-on-one support to parents (i.e., creating resumes, writing cover letters, practicing for interviews, help validating credentials, applying for jobs) and identify employment opportunities related to their interests and capabilities to help reach their employment goals.
- Advise parents on career options, training, and educational opportunities.

- Identify and develop relationships with potential employers and maintain an employers database in our Customer-Relationship Management Software or Drive Suite.
- Coordinate, lead, and teach bilingual computer basics courses.
- Design and deliver additional workforce development workshops based on participant needs.
- Identify internship opportunities for Emerging Leaders Program graduates annually.
- Collect data from individuals served and maintain accurate participant records.
- Work with the Workforce Development and Team Lead to develop and implement evaluation instruments to assess programmatic outcomes.
- Support as needed in conducting fundraising events, including post-event follow-up.
- Take the initiative to identify opportunities for program improvements and relationships that propel Edu-Futuro toward its mission.
- Collaborate with Edu-Futuro staff to identify and recruit parent participants and to provide holistic
 - Be up to date on research and best practices.
 - Collect data from individuals served and maintain accurate participant records including but not limited to intakes, surveys, demographics, outputs, and outcomes.
 - Work with the Workforce Development Team Lead to develop and implement evaluation instruments to assess programmatic outcomes.
 - Support as needed in conducting fundraising events, including post-event follow-up.
 - Take the initiative to identify opportunities for program improvements and relationships that propel Edu-Futuro toward its mission.
 - Collaborate with Edu-Futuro staff to identify and recruit parent participants and to provide holistic support to them.
 - Be up to date on research and best practices.
 - Proactively collect stories, testimonies, examples, supporting material, and scenarios that illustrate the need for success in our work.

Compiles time sheets, mileage reports, phone bills, and any other receipts and reports back to the Team Lead to ensure timely processing of monthly time sheets and other requests for reimbursements, such as mileage or preapproved purchases.

● Other duties as assigned.

Parent Support Services (44%)

● Working with the Parent Support Team Lead ensures that Edu Futuro's Parent Empowerment Services are successfully delivered in the City of Alexandria.

● Support the delivery of programs as needed.

● When applicable, coordinate with hourly staff for the delivery of parent workshops and/or evidence-based curricula (including facilitators, child care providers, and other support personnel as needed).

● Prepare materials for the facilitation of parent workshops, and/or evidence-based curricula.

● Communicate with parents and understand/assess their needs.

● Implement evaluations and surveys to assess programmatic outcomes and collect data as required by the supervisor and the funders.

● Ensure that program results are tracked, analyzed, and tailored to specific audiences.

● Ensure all program statistical and narrative data is both current and accurate.

● Supports the Parent Support Team Lead in preparing mandatory monthly reports for funders.

● Take the initiative to identify opportunities for program improvements and relationships that propel Edu-Futuro toward its mission.

● Collaborate with Edu-Futuro staff to identify and recruit parent participants and to provide holistic support to them.

● Be up-to-date on research and best practices.

● Help with the collection of stories, examples, and scenarios that illustrate the need for success of our work.

● Compiles and edits materials from the parent support team for the newsletters of Edu-Futuro.

● Compiles time sheets, mileage reports, phone bills plus any other receipts and reports back to the Director of Programs to ensure timely processing of monthly time sheets and other requests for reimbursements such as mileage or preapproved purchases.

● Saturday morning and evening support is required based on program needs.

● Access to a car is required. Service activities are conducted throughout Northern Virginia.

● Supports as needed in conducting fundraising events, including post-event follow-up.

● Participates in external meetings related to program activities on an as-needed basis, as approved

by the Director of Programs and Executive Director.

● Other duties as assigned.

● Implement evaluations and surveys to assess programmatic outcomes and collect data as required by the Director of Programs and the funders.

● Ensure program results are tracked, analyzed, and tailored to specific audiences.

● Ensure all program statistical and narrative data is both current and accurate.

● Supports the Director of Programs in preparing mandatory monthly reports for funders.

● Take the initiative to identify opportunities for program improvements and relationships that propel Edu-Futuro toward its mission.

● Collaborate with Edu-Futuro staff to identify and recruit parent participants and provide them with holistic support.

● Be up-to-date on research and best practices.

● Helped with the collection of stories, examples, and scenarios that illustrated the need for success of our work.

- Compiles and edits materials from the parent support team for the Edu-Futuro newsletters.
- Some Saturday morning and evening support is required based on program needs.
- Access to a car is required. Service activities are conducted throughout Northern Virginia.
- Supports as needed in conducting fundraising events, including post-event follow-up.
- Participates in external meetings related to program activities as needed, as approved by the program manager and Executive Deputy Director.
- Other duties as assigned.

Additional duties:

- Collaborate with other Edu-Futuro staff and Team Leads with the implementation of activities that support our Mission.
- Designs and prints required workshop materials.
- Answers Phones and collects parents' and beneficiaries' information.
- Supports with pre-and post-survey completion.
- Other duties as assigned.

Qualifications required:

- College Degree
- Ability to work individually and in groups, especially with different educational backgrounds.
- Demonstrated ability to organize, prioritize, manage time, problem-solve, and handle multiple tasks to meet competing deadlines.
- Results-oriented and self-directed with excellent organization and project management skills.
- Access to a motor vehicle, to conduct service activities throughout the City of Alexandria, Arlington, Prince William, and Fairfax Counties
- Fluent written and spoken communication skills in English and Spanish
- Proficient working knowledge of Microsoft Office™ Suite and Google Suite.
- Requires Background Check.

Qualifications preferred:

- Demonstrated team player with a high level of collaboration and flexibility.
- Experience providing direct social or educational services to adults, youth, and immigrant families.
- Minimum Computer literacy required: Excel Word, Google Suite
- Familiarity with the City of Alexandria and surrounding counties, particularly Arlington and Fairfax counties.

Compensation Package:

- Salary + Benefits

How to Apply:

Send a resume, and cover letter to careers@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until the positions are filled. Upon request, feedback regarding the application and interview process will be provided to candidates who have not been selected.



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