

## Position Description

<b>AmeriCorps Member Parent Specialist</b> <b>NOVA (1 position) listing ID 125631</b>			
<b>Reports to:</b> Workforce Development Team Lead	<b>Status:</b> AmeriCorps Member	<b>Type of Position:</b> Reduced Half-Time (RHT)	<b>Location:</b> In-Person
<p><b>Summary:</b></p> <p>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, during the last fiscal year 2023-2024 Edu-Futuro reached 5,363 services to 2,999 households, in which we served a total of 3,937 unduplicated children, youth, and adults.</p> <p>Edu-Futuro seeks one (1) Reduced Half-Time AmeriCorps Parent Specialists to support our Workforce Development (WDS) team by: Facilitating, resume &amp; cover letter writing workshops, and providing employment readiness services to parents and adults from the City of Alexandria, Arlington, Fairfax, and Prince William Counties, Virginia.</p> <p><b>Facilitators:</b></p> <p>The AmeriCorps Parent Specialist is compassionate, self-motivated, and passionate about helping others see their full potential. Edu-Futuro’s AmeriCorps Parent Specialist executes program projects, initiatives, curricula, research, and activities for parents and/or Community Outreach. An Edu-Futuro AmeriCorps Parent Specialist will excel at program facilitation, teamwork, parent engagement and at having an adaptable personality 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. In addition, the AmeriCorps Parent Specialist will WDS Team Lead in all Parent programs where needed. An Edu-Futuro AmeriCorps Parent Specialist will have outstanding interpersonal skills along with above average organizational and time management skill sets.</p> <p>*Edu-Futuro’s AmeriCorps Program is funded by the Corporation for National and Community Service.</p>			
<p><b>Service duties:</b></p> <ul style="list-style-type: none"> <li>• Identify employment opportunities related to the interests and capabilities of program participants.</li> <li>• Assist Workforce Development Specialist in planning, preparing and implementing all classes and activities for adult/parent/students interested on the WDS program including the logistics involved with the programs.</li> </ul>			

- Collaborate with the Workforce Development Specialist, (WDS), to identify and recruit parent volunteers, to provide guidance, and coaching and, when applicable, mentoring to other parents based on their social and employment needs.
- Serve with the Workforce Development Specialist (WDS) in the implementation of evaluation instruments to assess programmatic outcomes and collect data from individuals served.
- Maintain and report accurate participant and volunteer data (attendance, progress, completion), and keep track of program's expenses for meals and supplies.
- Collect data from individuals to be served in the WDS program.
- Deliver 5-week workshops in resume building and cover letter writing.
- Deliver the Tech for Parents 5 weeks training class.
- Participate in AmeriCorps trainings and Service Days MLK and 9/11.

**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 for outreach and recruitment
- Participating in regular team activities, such as meetings, training, reporting, and evaluation activities
- Prepare and administer pre-and post-surveys to measure attendees' progress
- Model excellent communication and relationship skills with school/site administrators, Edu-Futuro staff and partners in the community.
- 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.
- Completing monthly timesheet and testimonials as required by AmeriCorps.
- Other duties as assigned.

**Qualifications required:**

- Minimum junior or senior in college or university or college graduate
- Available part-time (approximately 25-26 hours per week) for a minimum of 675 hours, which amounts to 27 weeks of service, starting from around February 23, 2025, and continuing until around August 31, 2024.
- Must be able to facilitate workshops 2-3 afternoons and evenings/week and occasional Saturdays during the delivery of parent programs.
- U.S. Citizen or Permanent Resident.
- Passionate about teaching as well as serving the immigrant community.
- Fluent written and spoken communication skills in Spanish and English.

**Preferred Qualifications:**

- Experience providing direct social or educational services to youth and families
- Excellent organization and team building skills
- Relevant facilitation experience and/or teaching experience
- Some experience working with immigrants
- Familiarity with the Northern Virginia region, particularly Alexandria, Arlington, Fairfax, and Prince William

**Benefits:**

- Monthly stipend: \$1,701.00
- Segal AmeriCorps Education Award can be used towards student loans and/or help finance higher education pursuits upon successful completion of service: \$2,626.27
- A monthly phone stipend of \$25.00 is dependent on the phone bill being submitted on the 25th of each month.
- Local travel reimbursement for service-related activities
- 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.

**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 interest form <https://forms.gle/62ibD62EyDxdavHB8> (It can also be found in our webpage under carriers) OR submit your resume and cover letter to [americorps@edu-futuro.org](mailto:americorps@edu-futuro.org) and you will be contacted for an interview.

You can also apply directly on the AmeriCorps webpage visiting [www.my.americorp.gov](http://www.my.americorp.gov) listing ID 125631. Applications will be accepted until positions are filled, and once a candidate is invited to the program, they will receive guidance on the next steps of onboarding. It's important to note that the AmeriCorps application process includes consent for background checks, applying through the official AmeriCorps website, accepting the invitation on the official website, and completing necessary forms before onboarding.

\*Upon request, feedback regarding the application and interview process will be provided to candidates who are *not* selected.