

Position Description

AmeriCorps Emerging Leaders Program (ELP) RHT Facilitator NOVA (1 position) listing ID 125630			
Reports to: Youth Programs Team Lead	Status: AmeriCorps Member	Type of Position: Reduced-Half-Time RHT	Location: In-Person
Summary: <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 Emerging Leaders Program (ELP) Facilitators* to lead the Pre-ELP and parts I and II of the program and all program activities, in the Northern Virginia area. Pre-ELP is designed to support middle school students in their social emotional learning, while ELP I and II (College preparation and Civic Engagement programs) are designed to prepare immigrant youth for college and develop leadership skills through group and individual mentoring sessions.</p> <p>Facilitators:</p> <p>Edu-Futuro’s ELP Facilitator is passionate about serving our mission and is motivated to empower children and youth to work towards achieving their goals and stay on their college track. Edu-Futuro’s ELP Facilitator executes program projects, initiatives, curricula, and activities for Youth Empowerment and/or Community Outreach.</p> <p>An Edu-Futuro ELP Facilitator will excel at program outreach, facilitation, mentorship, teamwork, youth engagement, multitasking, communication, and classroom management. The tasks will be a variety of direct service, as well as logistical services in support of the operations of the programs, and gathering and inputting information for reporting purposes. An Edu-Futuro ELP Facilitator will have outstanding interpersonal skills along with above-average organizational and time management skill sets and will have domain knowledge of Google Suite.</p> <p>*Edu-Futuro’s AmeriCorps Program is funded by the Corporation for National and Community Service.</p>			

Service duties:

- Plan and conduct Pre-ELP and ELP I sessions four times a year; and ELP II throughout the full academic year.
- Plan and facilitate ELP I workshops on one weekday evening per week, and Saturdays while the program is in session, to help students develop the academic and leadership skills needed for higher education.
- Maintain and/or develop up-to-date curriculum in coordination with Edu-Futuro staff.
- Serve one-on-one with ELP II high school seniors to mentor them through the college, financial aid, and scholarship application process on a weekly basis, during the full academic year.
- Report on all accomplishments of financial aid and scholarships ELP II students get through the program year.
- Assist with organizing youth events, such as community service activities, field trips, college visits, summits, and graduation ceremonies.
- Recruit and train volunteers for program activities.
- Support ELP mentors and other volunteers when on site with students.
- Maintain and report accurate participant and volunteer data (attendance, progress, completion)
- Administer budgets for on-site activities, and keep track of the program's expenses and receipts for meals and supplies required for program sessions.

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 days and other events.
- participating in regular team activities, such as meetings, training, reporting, and evaluation activities.
- prepare and administer pre-and post-surveys to measure students' progress;
- report on surveys collected from students;
- Foster relationships with school/site administrators, other Edu-Futuro Program Facilitators, and staff.
- Participate in weekly 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.

- Participating and Completing required training established by AmeriCorps
- 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 September 20, 2023, and continuing until around August 31, 2024.
- Must be able to facilitate workshops 2-3 afternoons and evenings/week and Saturday mornings during the delivery of the Emerging Leaders Programs
- U.S. Citizen or Permanent Resident
- Passionate about teaching as well as serving the immigrant community
- Fluent written and spoken communication skills in English
- Familiarity with the Northern Virginia region, particularly Alexandria, Arlington, Fairfax, and Prince William
- Requires a vehicle

Preferred Qualifications:

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

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 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 125630. 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.