

AMERICORPS MEMBER PARENT SPECIALIST

NOVA (1 POSITION)ID126459

REPORTS TO:

Parent Support and
Workforce
Development Team
Leads

STATUS:

AmeriCorps Member

TYPE OF POSITION:

Minimal-Time

LOCATION:

In-Person

SUMMARY:

The mission of Edu-Futuro (Educación Para Nuestro Futuro) is to empower youth and families through mentorship, education, leadership development, and parent engagement. Established in 1998, Edu-Futuro reaches 3,637 children, youth, and adults annually.

Edu-Futuro seeks one (1) Minimal Time AmeriCorps Parent Specialist* to support the Parent Empowerment Services (PES) and Workforce Development (WDS) teams by Facilitating parent programs, financial literacy workshops, resume and cover letter writing workshops, and employment readiness services to parents and adults from the City of Alexandria, Arlington, Fairfax, and Prince William Counties, Virginia.

FACILITATORS:

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 an adaptable personality while showing mastery in clerical duties. The tasks will be a variety of direct service, administration, coordination, and logistical services in support of the operations of the programs, as well as gathering and inputting information for reporting and other purposes. In addition, the AmeriCorps Parent Specialist will support the PES Team Lead and WDS Team Lead in all Parent programs where needed. An Edu-Futuro AmeriCorps Parent Specialist will have outstanding interpersonal and above-average organizational and time management skills.

*Edu-Futuro's AmeriCorps Program is funded by the Corporation for National and Community Service.

SERVICE DUTIES:

- Identify employment opportunities related to the interests and capabilities of program participants.
- Deliver workshops relating to the Financial Empowerment Network to families.
- Assist Parent Support Specialists in planning and preparing for adult/parent programs and the logistics involved.
- Collaborate with the Workforce Development Specialist (WDS) to identify and recruit parent volunteers and provide guidance, 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 track the program's expenses for meals and supplies.
- Collect data from individuals to be served in adult programs.
- Deliver 5-week workshops in resume building and cover letter writing.
- Deliver the Tech for Parents 5-week training class.
- Facilitate or co-facilitate parent programs.

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, other meetings, and training essential to executing position functions. This includes non-direct service time.
- Ensure Edu-Futuro's knowledge of and compliance with all site policies and procedures.
- Other duties as assigned.

QUALIFICATIONS REQUIRED:

- Minimum junior or senior in college or university, or a college graduate
- Available minimal-time (approximately 27-30 hours per week) for a minimum of 300 hours, which amounts to 14 weeks of service, starting around May 23, 2025, and continuing until August 31, 2025.
- 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 in Alexandria, Arlington, Fairfax, and Prince William

BENEFITS:

- Monthly stipend: \$1,200.00
- Segal AmeriCorps Education Award can be used towards student loans and/or help finance higher education pursuits upon successful completion of service: \$1,459.26
- A monthly phone stipend of \$25.00 depends on the phone bill 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 underserved 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: