



Position Title: Program Facilitator, Parent Leadership Academy
Reports To: Program Manager for Community Engagement
FLSA Classification: Non - exempt
Date: July 1, 2022

POSITION SUMMARY:

The Parent Leadership Academy Program Facilitator is responsible for assisting in conducting outreach, activities, and programs for engaging Latino parents to become involved in their children's education. The program facilitator also provides families with case management referrals and services, as needed.

PRIMARY RESPONSIBILITIES:

1. Assists Program Manager with conducting outreach, activities, and programs for Latino parents in Spanish. This includes monthly civic engagement activities, weekly virtual training in the evenings, and occasional weekend programs.
2. Assists in creating social media and WhatsApp reminders for the Parent Leadership Academy, monthly civic engagement activities, and keeping parents informed in English and Spanish about important school and county information and deadlines.
3. Conducts baseline and exit family evaluations to identify needs and make referrals to necessary social service providers.
4. Participates in weekly staff meetings and regular check-in meetings with Program Manager and Director to keep them informed of progress and participants' needs.
5. Uses Efforts to Outcomes (ETO) Database to record client interactions, services, and resources. Maintains organized and up-to-date client electronic files with supporting documentation.
6. Attends and actively participates in required trainings, meetings, and presentations.
7. Performs other duties as assigned, required, or needed
8. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to the workplace and shares ideas and suggestions.

REQUIREMENTS:

- Able to read, write, and speak in Spanish and English.
- Basic computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Must have a valid driver's license, valid car insurance, and clean driving record.

EDUCATION AND EXPERIENCE

- High School Diploma or GED required.
- Must be able to pass a federal background check, including criminal background check, and Child Protective Services background check.
- Must have at least 1 year working with families, clients, or youth or working to connect people to resources.

SKILLS AND ABILITIES:

- Strong oral communication skills.
- Maintains composure, patience, and self-confidence.
- Works collaboratively with diverse clients and staff.
- Establishes and maintains interpersonal relationships with others while upholding strong client orientation.
- Has a strong code of ethics and integrity, and fulfills obligations.

WORK ENVIRONMENT:

- Open work area with some noise and foot traffic, and controlled air temperature.
- The ability to lift and move up to 25lbs.
- Must be able to work a flexible work week including evenings and weekends.

Mandatory COVID-19 Vaccination Policy. COVID-19 Vaccination proof required.