

LITERACY PARTNERS

Job Announcement: Group Facilitator - Spanish Speaker for Family Engagement Workshops Part-time Contract

Literacy Partners is looking for dynamic Spanish-speaking facilitators to run several parent groups for Latino/a parents. We currently have multiple sites in North Philadelphia starting in March 2020.

About Literacy Partners

We are an adult literacy program with a two-generational approach to education. With our free classes, low-income parents -- most of whom are immigrants - develop the literacy and language skills they need to succeed in today's world. Our research-based curriculum also incorporates child development and parenting support to help parents boost their children's early learning, social emotional growth and school readiness. We are now expanding our services to include facilitated parent engagement groups using video.

Project Summary

The facilitator's role will be to implement Literacy Partners' family engagement workshops based on the Univision miniseries, *La Fuerza de Creer*, to low-income Latino/a caregivers and childcare providers of young children. The candidate will activate the parenting toolkit which will bring parents together to watch sections of the miniseries, and participate in guided discussion. The facilitator will keep conversation on track and support the participants as they think about and identify actions they can take to support their children's education, promote healthy development and language-rich activities. Facilitators will submit notes, attendance and evaluations.

The program's goals are:

- To use culture and bilingualism to support foundations in early literacy
- To identify what parents are already doing well
- To support emotions in children + their adults
- To use books to activate curiosity beyond reading words
- To encourage school readiness at home through activities of daily living
- To build foundations in Science, Math and Creative Thinking
- To understand the Power of Storytelling

The facilitator will utilize their professional skill set, experience and discretion in completing the assignment. The assignment includes the following scope of work:

- Be in consistent communication with registered participants and partner/site contact person
- Lead facilitation and review materials for facilitation
- Provide direct service, preparation and set-up for group
- Record attendance and submit reports at the end of every session

- Ensure and support all workshop participants in completing required paperwork to the best of their ability
- Provide documentation and assessment both pre-and-post testing and feedback notes following each group
- Be willing to work with an Evaluation Team who will visit the classroom regularly for research purposes
- Be available for scheduled check-in meetings/calls

Qualifications:

- Be bilingual (English/Spanish)
- Track record of success in facilitating groups with Spanish-speaking parents
- Support participants to recall their experiences and think critically about actions taken in the past and actions to take to improve outcomes for their children
- Complete a LFDC facilitator orientation session prior to leading a family workshop
- Ability to travel throughout Philadelphia neighborhoods
- Show empathy when sensitive topics arise in the classroom
- Able to run a program using video clips, google docs/drive
- Work independently and manage day-to-day logistics
- Good communication and assessment skills to report progress of each group
- Be interested in leading empowerment workshops through the lens of equity and inclusion
- It is our policy to have all in-class facilitators to be background checked

Salary Details:

Direct Service: Each workshop includes 8 sessions meeting 2-3 times per week from Monday through Friday.

Administrative and Other Duties: Facilitator will be paid for orientation, independent preparation (i.e. watching videos and reviewing toolkit prior to workshop) and administrative responsibilities (i.e. weekly reminder to participants via phone/email/whatsapp, communication with LP and partner, reporting and notes).

Estimated Total of Hours: 50-55/per workshop series

Flat Fee: \$1,400 per workshop series. Additional training and meeting times billed separately at \$25/hr.

How to Apply: Send resume with a brief cover letter (summarizing your qualifications, interest in the assignment and availability) to job@literacypartners.org. Put "LFDC Spanish Parent Group Facilitator-PA" with your name in the subject line. Interviews will be granted on a rolling basis until positions filled with a start date as soon as possible.

Literacy Partners is committed to diversity and is a proud *Equal Opportunity Employer*. We are committed to creating an inclusive environment for all employees.