

PROJECT LIBERTAD

NEWCOMER SUPPORT PROGRAM FACILITATOR

JOB DESCRIPTION

Position title: Newcomer Support Program Facilitator
Project: Newcomer Support Programs
Start Date: June 1, 2023
Direct supervisor: Newcomer Support Program Coordinator
Position Type: Part-time (10 hours/week); primarily in-person with some remote tasks Non-Exempt Hourly
Compensation: \$15 per hour
Benefits: Employment package includes generous paid time off.
How to Apply: Email resume to info@projectlibertad.org with subject line "Newcomer Support Program Facilitator."

Organization Overview

Organization Mission and Vision:

Project Libertad empowers newcomer immigrant youth and their families by providing essential, youth-led and youth-centered legal and social services. We envision a world where all newcomer immigrant youth have access to the legal services, social services, academic support, and leadership opportunities needed to thrive.

Newcomer Support Programs -- Overview of Project and Position Description

SPANISH FLUENCY IS REQUIRED FOR THIS POSITION.

Project Libertad's Newcomer Support Programs are weekly, in-school programs that provide a safe space for newcomer immigrant youth to create community and achieve a sense of safety as they adjust to life in the United States. The programs provide students with access to legal services, mentorship, English practice, social-emotional learning skills, art therapy activities, STEM projects, and more.

Project Libertad currently runs seven Newcomer Support Programs each week. The Newcomer Support Program Facilitator will be responsible for facilitating Project Libertad's Newcomer Support Programs in-person, in Spanish, within our partner schools each week during the academic year, and helping to coordinate and facilitate our summer camp program in the summer.

Responsibilities

- **SPANISH FLUENCY IS REQUIRED FOR THIS POSITION.**
- Facilitate Newcomer Support Programs in-person, in Spanish, at Project Libertad's partner schools in Norristown and Phoenixville, PA.
- Work within the school setting to deliver prepared programming that includes (but is not limited to) the following topics: self-esteem building, STEM, relational aggression (bullying) prevention, ESL, civic engagement, SEL, and leadership.
- Present programming to youth in a manner that ensures their understanding of content and adapt materials to target audience.
- Build relationships with community partners, youth, and families served through programming.
- Assist with preparing supplies, maintaining inventory, and all other duties as assigned.

- Follow established policies, standards, and procedures to provide a quality experience for youth
- Ensure safety and a respectful environment for all students and staff/volunteers
- Assist Newcomer Support Program Coordinator with preparation of activities and supplies
- Assist Newcomer Support Program Coordinator with preparation and coordination for summer camp program
- Assist with summer camp program in-person three days per week during the month of July (exact dates vary)
- Other tasks as assigned by the Executive Director and Newcomer Support Program Coordinator

Qualifications

- **SPANISH FLUENCY IS REQUIRED FOR THIS POSITION.**
- Well-developed interpersonal skills and the desire to serve diverse populations
- Prior experience with youth in an educational or similar setting strongly preferred
- Experience working with youth who have experienced trauma strongly preferred
- Experience working in a nonprofit setting with immigrant communities preferred.
- Ability to effectively handle multiple tasks
- Accountability
- Program facilitation
- Must exhibit high energy, positive attitude, and enthusiasm
- Ability to work both independently and as part of a team
- Strong oral communication, critical thinking, and creative problem-solving
- Organization
- Reliability
- Punctuality
- Basic computer skills, including use of email

Setting

Primarily in-person, on-site at our programs at partner schools in Norristown and Phoenixville, PA, with some remote tasks (such as emails or lesson planning). Possible travel to other locations as our programs expand to new schools.

Schedule

- This will be an at-will position with Project Libertad. This means that employment is not for any specified period of time and the employment relationship can be ended by either the employee or Project Libertad at any time and for any reason without prior notice. Nothing contained in this offer or other communication from Project Libertad creates or implies an employment contract for any specific period of time.
- This position is made possible by specific grant funding and is contingent upon continued grant funding.
- Schedule will be determined jointly by Project Libertad, partner schools, and the facilitator's schedule. While we have a general sense of when our Newcomer Support Programs will occur based on our prior years, we cannot control factors like changing school schedules that may impact the schedule.
- 10 hours per week

Training and Supervision

- Complete standard onboarding training and obtain/maintain all required clearances and certifications.
- Receive orientation to Facilitator job.
- Ongoing training and supervision with supervisor on a minimum of a weekly basis.

Requirements

Employee must complete and maintain all required clearances (FBI, PA Child Abuse, and PA Criminal Record).

PA Mandated Reporter Certification

Must be available to work 10 hours/week with the general availability of 8:00 a.m.- 3:00 p.m. Monday-Friday and occasional weekend hours.

Must be able to lift 25 pounds.

Personal vehicle with valid driver license and current insurance.

Statement of Non-Discrimination: Project Libertad is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.