

Centro Tyrone Guzman

Job Posting

Position Title: Family Educator
Direct Supervisor: Health and Wellness Department Administrator

Organization Description:

Centro Tyrone Guzman is a multi-service non-profit organization serving low-income Latine¹ families in Minnesota. The mission of the Health & Wellness Department is to provide education, guidance, and health support programs to low-income Latine children, teenagers, women, seniors, and families to help them achieve a higher standard of living while maintaining their cultural identity and values.

Position Summary

The Family Educator will work with families to 1) provide parents with education on personal agency to support their families in advocating for their children, 2) empower families to advocate for their students in school systems, and 3) distribute and explain how to use the school finder brochures to families with school-aged children in Minneapolis.

Responsibilities

- Conduct outreach and recruitment for the program including, but not limited to participating in Spanish-language radio programs, fairs and community gatherings
- Conduct intake for all participants in the program and help them identify and connect with needed services, such as dental care, medical services, mental health care, basic needs assistance, among others
- Provide one-on-one consultation and on-going support to families to address issues they are facing in school
- Conduct listening sessions and/or focus groups with parents to determine issues to be addressed in the campaign
- Create bilingual, culturally relevant parent agency curriculum with 12 sessions
- Create, launch and run a campaign supported by parent-leaders
- Collaborate with Health and Wellness Department Administrator and Executive Director to make sure that parent agency curriculum aligns with Montessori philosophy and Centro Tyrone Guzman's vision
- Facilitate/coordinate parent agency training curriculum and workshops with families in order to meet all the grant goals and outcomes
- Find collaborations with programs within Centro Tyrone Guzman and other partners/organizations to deliver parent agency training curriculum and workshops to families
- Find collaborations and partnerships that strengthen our capacity-building plan such as COPAL and Navigate MN
- Find and coordinate opportunities to advocate for educational reform with elected officials

¹ Centro Tyrone Guzman has chosen to use “e,” in place of the Spanish use of masculine “o,” to include people of all genders. We are committed to gender inclusion and recognize the important contributions that all persons make to our communities.

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- Maintain up-to-date participant records, collect statistical data, evaluations/outcomes measurements, testimonies, follow-up interviews, and maintain accurate records on program activities and participant information as required per program
- Produce monthly, quarterly and year-end written reports, as requested by direct supervisor and/or Executive Director
- Interact in a professional and respectful manner with participants, staff, and the public.
- Participate in conferences, meetings and staff development activities as assigned by supervisor and/or Executive Director.
- Other duties as assigned.

Skills, Qualifications and Requirements

- BA degree or equivalent experience, specialization in Education, Family Education, Social Work or related fields
- At least two years of experience working with Latine parents and caregivers as a family educator, workshop facilitator, or similar capacity
- At least one year working with preschool aged children
- Demonstrated understanding of human services areas of work, including, but not limited to: trauma, domestic violence, educational barriers, ramifications of undocumented status in the areas of employment/housing/social services
- Bicultural. Excellent oral and written communication skills in both Spanish and English
- Ability to work in different schedules depending on program needs including evenings and weekends
- Must have in-depth understanding and appreciation of Latine cultures
- Must be assertive, energetic, and have good time-management skills
- Must have good communication and advocacy skills
- Must have or complete First Aid/CPR upon hire
- Position is subject to a background check and requires a valid driver's license
- Maintain confidential and sensitive information

Job Details

Location:	Minneapolis, MN
Hours / Week:	40 Hours - includes evenings and weekends
Benefits include:	Health insurance, dental, life insurance, paid sick days/vacation time and holidays
Salary:	\$18- \$19 /h depending on qualifications

To learn more about Centro Tyrone Guzman, please visit us at www.centromn.org. We are also listed with Charity Review Council and Guide Star.

Applicants are requested to submit a cover letter, resume and two professional references.
E-mail Applications to: Yolima Chambers - [ychambers@centromn.org](mailto:y Chambers@centromn.org)
Applications will be accepted beginning 4/12/19 and until position is filled.

Centro Tyrone Guzman is an equal opportunity employer

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All qualified applicants will receive consideration for employment, regardless of their race, color, creed, religion, national origin, gender, disability, age, marital status, ancestry, sexual preference, or status with regard to public assistance.