



Inversant Part-time Facilitator Springfield

Inversant's mission is to ensure that through parental engagement every low-to-moderate income family has the resources and understanding they need to achieve their goals for higher education. The Inversant Part-time Facilitator will assist the Inversant program in continuing the relationship between Inversant's Boston office and its SoarMA partnership sites. This part time position consists of approximately 15-hrs per month, the majority of which will be spent preparing and delivering Learning Circle content to Inversant families; go through monthly trainings and perform communication tasks and recruiting.

Key responsibilities include:

1. Learning Circle Facilitation

- Teach 2 Monthly Learning Circle from September to May with an average of 10-20 parents.
- Capacity to answer college access/financing questions from parent participants, and follow up with parents.

2. Family Communication and Administration

- Attend family oriented community events with Inversant Education Outreach Manager or Community Engagement Office representative to help recruit families
- Assist Inversant Education Manager in recruitment sessions and filling out enrollment forms for interested families
- Assist Inversant Education Outreach Manager in administering and collecting family surveys and attendance forms, etc.
- Communicate with families at monthly Learning Circles to answer questions and ensure monthly meeting attendance.
- Be the main contact person for the Springfield partnerships.

4. Monthly programming training

- Master content through a training program and regular practice sessions with Inversant throughout Inversant's programming year
- Schedule monthly run-throughs with Inversant a week before every Learning Circle meeting throughout Inversant's programming year
- Participate in webinars, online trainings and other remote meetings to continue to stay updated on data tracking and college access.



5. Inversant Communication and Reporting

- Maintain regular communication about programming progress with Inversant Communicate and collaborate with Inversant about program start-up and monthly implementation

Candidates for this position should possess the following skills:

- Bachelor's degree in education, social work or related field *required*
- Bilingual English/Spanish *required*
- Driver's license *required*
- Experience in teaching, facilitation and/or college access
- Knowledge of college access processes, including completing the college application, filling out the FAFSA, consideration of loan options, and scholarship applications
- Experience working with diverse families
- Ability to work independently, multi-task and organize
- Ability to collaborate and work with other members of a team
- Desire to continually innovate and learn new things
- Willingness to travel to site area (Springfield-Pittsfield) to facilitate sessions as well as travel to recruitment events
- Willingness to work a flexible schedule that will include evenings

To apply: Send resume and cover letter to the Education Outreach Manager,
Luz Miranda-l.miranda@inversant.org