



## Inversant Parent Ambassador

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 Parent Ambassador will assist the Inversant program in continuing the relationship between Inversant's Boston office and Revere Public Schools (Elementary-Middle and High School). This part time position consists of approximately 10-hrs per month, the majority of which will be spent sharing Inversant information with families; attending school events and recruiting.

### Key responsibilities include:

#### 1. Learning Circle Facilitation

- Assist the Program Manager in the delivery of Monthly Learning Circles from September to May with an average of 10-20 parents.
- Capacity to answer basic college access/financing questions from parent participants, and follow up with parents.

#### 2. Family Communication and Administration

- Attend family oriented community and school events 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.

#### 4. Monthly programming training

- Be familiar with content through a training program and regular practice sessions with Inversant throughout Inversant's programming year

#### 5. Inversant Communication and Reporting

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

### Candidates for this position should possess the following skills:

- Be an Inversant parent or graduated Inversant parent
- Associate degree/Bachelor degree
- Bilingual English/Spanish *required*



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Empowering families to invest  
in higher education

- Driver's license *preferred* or ability to get to all *RPS*
- Experience in community outreach
- 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 all Revere Public Schools (Elementary-Middle and High School) as needed for to provide information and recruitment.
- 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