

## **Title: Inversant Part-time Facilitator, Project Hope**

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 Manager in establishing the relationship between Inversant's Boston office and Project Hope. This part time position consists of 10-15 hours per month, the majority of which will be spent in recruiting and enrolling Project Hope families in INVERSANT; preparing, translating and delivering Learning Circles content to INVERSANT families and go through trainings at the INVERSANT Office. The desired candidates will need to be fluent in English and Cape Verdean Creole.

*Key responsibilities include:*

### **Outreach and recruitment**

- Work with Inversant and Project Hope to organize family oriented events and present INVERSANT's pitch to families
- Coordinate with community event planners to have a INVERSANT table at said events
- Represent Inversant at family oriented community events in to recruit

### **Enrollment and data entry**

- Capacity to enroll all families into the program
- Follow up with families about the status of the submitted program applications
- Administer and collect monthly surveys, family statements, attendance forms, etc.

### **Workshop Facilitation**

- Teach monthly bilingual workshops in Cape Verdean Creole and English at our Project Hope site with an average of 30-50 parents
- Capacity to answer college access/financing questions from parent participants, follow up with parents
- Coordinate all aspects of each workshop with INVERSANT, including site preparation, meal distribution and audio visual needs.
- Launch monthly call/text/email meeting reminders

### **Family Communication and Administration**

- Communicate with families at and between monthly workshops to answer questions and ensure monthly meeting attendance, schedule monthly reminders before Learning Circles meetings

### **INVERSANT Communication and Reporting**

- Maintain regular communication with INVERSANT about recruitment and program process
- Communicate and collaborate with INVERSANT Manager about program start-up and monthly implementation
- Master content through a training program and regular practice sessions with INVERSANT

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

- Bilingual in Cape Verdean Creole and English *required*
- Driver's license *required*
- Bachelor's degree in education or social work *preferred*
- Experience in teaching, facilitation and/or college access
- Knowledge of college access processes, including 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 throughout the greater Boston area to facilitate sessions
- Willingness to work a flexible schedule that will include evening and weekend events

**To apply:** submit your cover letter and resume to Peter Hulbert, [p.hulbert@inversant.org](mailto:p.hulbert@inversant.org)