



## Inversant Part-Time Facilitator

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.

This part-time position consists of a minimum of 8 hours per month, the majority of which will be spent delivering Learning Circle content to Inversant families across the Greater Boston Area and go through training at the Inversant Office.

### Key responsibilities include:

#### Outreach and recruitment

- Work with Inversant partners to organize family-oriented events and present Inversant's pitch to families; Represent Inversant at family-oriented community events to recruit

#### Workshop Facilitation

- Teach monthly workshops at our partner sites with an average of 20-50 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 audiovisual needs

#### 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:

- Proficiency or fluency in one of the following languages: Spanish, Portuguese, Haitian-Creole, Cape Verdean Creole 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 the site throughout the greater Boston area & the North Shore area to facilitate workshops
- Willingness to work a flexible schedule that will include evening and weekend events

If interested please send your cover letter describing your experience with:

1. Financing higher education or
2. Your thoughts on paying for college along with your resume.

To apply:

Send your cover letter and resume to:

Director of Programs  
Rochelly Araniz  
[r.araniz@inversant.org](mailto:r.araniz@inversant.org)