Family Support Facilitator

Job Announcement

SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 13,000 Latina women and children annually in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:
As part of the Adelante Mujeres Family Engagement team, the Family Support Facilitator champions parents as first and most important teachers for their children and provides parent and children learning opportunities for families. The Family Support Facilitator will work with teaching staff, parents, and families to ensure each family and child receives the individualized plan of services that will support their strengths and opportunities ensuring a collaborative approach and culturally responsive services. The Family Support Facilitator reports to the Family Engagement Coordinator.

QUALIFICATIONS:
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:
• A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
• 1 year of experience working with diverse families
• Experience facilitating or teaching adults and some knowledge of best practices with young children
• Ability to facilitate Research-based parenting curriculum
• Willingness to support families with enrollment process in Preschool Promise
• High school education or higher
• Spanish required. Bilingual is preferred
• Proficient in all Microsoft Office Applications
Committed to education, social justice, women’s empowerment and the environment

Additional Requirements:
• COVID-19 vaccine and booster required except for religious or medical accommodation
• Complete Criminal Background Check under Office of Childcare and School districts
• Possess current driver’s license and auto insurance coverage
• Ability to travel out of town to attend workshops or trainings

SALARY & BENEFITS:
• Salary range: $18-$20 per hour depending on qualifications
• Classification: Temporary seasonal position with a duration between 4 and 7 months, hourly with a maximum of 40 hours per week.
• Telework: up to 1 day a week
• Benefits: sick time (1 hour per 30 hours worked), paid holidays (prorated after 31 days of employment)
• Opportunity for broad and impactful work with a visionary, growing organization

TO APPLY:
Please complete a job application or submit the following material electronically (PDF preferred) to educationjobs@adelantemujeres.org (no phone calls, please)
• A one-page cover letter outlining your qualifications, experience and interest in the position and Adelante Mujeres
• A resume detailing relevant experience, qualifications, work history, education and accomplishments
• Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

Closing date: Open until filled   Anticipated start date: August 29th, 2022

----------------------------EQUAL OPPORTUNITY EMPLOYER----------------------------
Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.