



POSITION TITLE: BILINGUAL OUTREACH SPECIALIST (FULL TIME)
DEPARTMENT: YOUTH SERVICES
SUPERVISED BY: DIRECTOR OF EDUCATION

About the Position:

The Bilingual Outreach Specialist will work with all students on their caseload, but primarily with those classified as English Language Learners (ELLs). The specialist will serve as a tutor for students, a translator/interpreter, an instructional consultant for teachers, and a community/school liaison for those families served by the Center. The specialist will create and implement strategies to promote literacy, student retention, and parental involvement. Approximately half of the work day will be spent in a school setting, and half of the work day will be spent at the Center and/or related satellite locations where the after school programs are held.

Duties and Responsibilities:

- Serves as the contact person for Spanish-speaking parents and family members.
- Completes written translations and interpretation assignments as requested.
- Assists with the design and implementation of programs to increase community involvement.
- Assists with literacy initiatives, community outreach events, and other multicultural initiatives sponsored by the Center.
- Facilitates the home-school connection for all students on their caseload.
- Promotes cultural awareness at the school and at the Center.
- Offers tutoring and/or test preparation sessions for designated students.
- Works closely with the ESOL teacher or staff designee at the school to which you are assigned to facilitate the English instruction of designated ELLs.
- Facilitates pull-out or push-in tutoring sessions with students to provide a personalized and relaxed instructional experience.
- Supports students in the school setting and in the after-school program with language arts, math, science, social science, and all related homework assignments.
- Serves as an instructor for the after-school program to assist students with homework.
- Attends PTSA meetings, parent/teacher conferences, and other related school activities to encourage and support parental involvement as well as to ensure student progress.
- Makes occasional home visits to locate students, talk with parents, identify students' needs, and establish/maintain relationships with parents.
- Assists teachers with instructional modifications in their class rooms.
- Serves as an essential point of contact for Homework Buddies and Reading Tutors in the after school program.
- Performs other related tasks as assigned.

Minimum Qualifications:

- Bilingual in Spanish (oral and writing proficiency).
- Bachelor's Degree in Education, Social Work, or related field.
- Proficiency in MS Office Applications.
- At least 3 years of experience working with youth.
- Demonstrated experience working with English Language Learners.
- Strong written and verbal communication skills in English and in Spanish.
- Positive, poised, professional demeanor with excellent interpersonal and customer service skills.
- Must be a team player, proactive and detail oriented.

Preferred Qualifications:

- ESOL endorsement/certification preferred

Job Specific Competencies:

- Self-Starter (can work autonomously)
- Resourcefulness (finds new ways to work with students and to produce measurable outcomes with limited resources)
- Planning and Organization (Organized/Detail Oriented)
- Computer Literacy
- Persuasive Techniques (Interpersonal Skills to build relationships with families and teachers/administrators)