

» *Community Led* » *Community Driven* » *Community Implemented*

Latino Task Force Education Navigator

\$28 Hourly/Full-Time; Benefited Position

Up to full time

Must be available during winter and summer break for youth programming

Overview

Under the supervision of the LTF Education Manager the LTF Education Navigator will be a member of the LTF Education Team and will be responsible for youth, family, and school engagement. The work of the LTF Education Navigator is to provide service connection and guidance while ensuring that all LTF families have services that help improve the educational outcomes of their children.

Job Duties

- Assist families with navigating the SFUSD schools system including enrollment, family engagement activities, school transitions and district protocols
- Develop and execute family engagement workshops (bilingual in English and Spanish) designed to support newcomer families gain a deeper understanding of the school system and the supports available to them in San Francisco
- Provide families with information and guidance on post secondary, vocational pathways and careers available to their children
- During the winter and summer breaks this position will serve as Lead Teacher as part of the LTF Student Hub Program serving youth PreK-8th grades.
- Develop and foster relationships with assigned district schools with a focus on serving newcomer and unhoused families.
- Ongoing capacity development in the field of service connection, public benefits training, educational policy and advocacy.

Evaluation and Reporting

- Keep accurate and consistent records of required data
- Track weekly activities and hours of services provided
- Complete and monthly reports

Collaboration

- Represent LTF at assigned community events, meetings, and other relevant opportunities to build support for the LTF Education Initiative
- Create opportunities to collaborate with other community based organizations and programs that serve families and youth

- Develop strategic connections with community agencies, service providers and city departments to enhance their tool kit of resources and supports available to the LTF families

Policy

- Stay current with SFUSD policies that impact Latinx students and families
- Engage, educate, and organize parents and families on policies that impact them under the direction of LTF Education Manger and LTF Director
- Provide public testimony at board meetings and oversight committees
- Support students and families gain public speaking and advocacy skills to provide testimony at public hearings, board meetings and community rallies

Qualifications

- Bilingual fluency in English and Spanish
- Experience working with public school student and families
- Track record supporting families in service connection and navigating school systems
- Demonstrated ability to build strong relationships with diverse stakeholders and communities
- Willingness to work as member of a community response to needs of families
- Experience in youth development, academic and recreational enrichment programs

Work schedule

30-40 hours per week Monday through Friday

This position requires availability to work during school closures for the winter break holidays and summer breaks.

To Apply:

Please submit a cover letter and resume via the [LTF Jobs Website](https://www.ltfrespuestalatina.com/ltfjobs)
<https://www.ltfrespuestalatina.com/ltfjobs>