

## **Education Specialist**

### **Hiring Range, \$17-20 per hour (DOQ – degree, licensure, experience)**

- Minimum Qualifications:** Minimum of Bachelor's Degree, with Afrocentric curriculum development experience. Excellent communication skills with a strong customer service orientation, cultural competency, high-level interpersonal skills, attention to detail, programming expertise, and commitment to the agency's mission and values. Personal and/or professional connections with the African American community, as well as adoption, foster care and/or child welfare experience are highly valued characteristics of a successful candidate.
- Position Purpose:** The Education Specialist will work collaboratively with the Associate Programs Manager – Education to ensure all Program Goals and Core Values are being met. This position will focus 80% on our Black Heritage Camp UMOJA MN and 20% general education, and is partially funded through a 4-year grant with MN Department of Human Services.
- Program Information:** Sometimes called an adoption heritage camp, UMOJA MN will empower trans-racial families (primarily families with black children and parents of another culture) to raise children who will have a positive black identity, be able to talk about race in an honest and open way, feel comfortable in all different cultures, and handle basic skin and hair care. We will do that by providing a powerful weekend experience for the entire family, which will include child programming, adult learning opportunities, age appropriate breakout sessions, and large group cultural celebrations. This camp will be offered three times each year, two camps in the Twin Cities Metro area and one camp in outstate Minnesota.
- Additional education offered through EVOLVE's adoption and foster care programming include Parenting Children in a Diverse Society, Pre-Adoptive and Pre-Foster Parent CORE Education, Foster Care Education, International Adoption Education, and Domestic Infant Adoption Education.
- Schedule:** Office hours are mainly Monday - Thursday and the schedule is very flexible; however, nights and weekend hours are sometimes required.

#### **Education Programs Development**

- Participate in collaborative agency meetings, including education sessions, marketing meetings, and development meetings
- Facilitation of educational sessions and workshops
- Participate and engage the community by leveraging opportunities to develop and support agency programs, specifically UMOJA MN, recruiting both families and volunteers.
  - Includes meetings, presentations, conferences, and vendor tables

#### **Program Specific Tasks – UMOJA MN**

- Participate directly in the planning, coordination, and successful implementation of three UMOJA MN events per year adhering to all grant guidelines and provisions
- Envision, plan, and implement Afrocentric curriculum for youth and children, ages 0-18 years, for three UMOJA MN events per year

- Coordinate with volunteers for the UMOJA MN event, ensuring completion of all necessary background checks
- Facilitate volunteer understanding of and adherence to core responsibilities, including acknowledgement after each event
- Occasional domestic travel to attend conferences and maintain relationships with potential partners and collaborating agencies
- Participate in data entry and tracking for grant compliance

### **Program Specific Tasks – Education**

- Work with Program Managers and staff to assess, evaluate, improve, and update content of current client education, and educational events
- Participate in the development of new educational events and workshops for clients
- Facilitate client training, with emphasis on Diversity Training and establishing new content for staff in other trainings

### **Professional Responsibilities**

- Participate as needed in staff meetings, in-service training, consultation meetings, and workshops
- Complete work according to established guidelines and timelines
- Inform supervisor of potential problem situations and provide insights for improvements in agency functioning
- Maintain continuing education and ethical and professional standards as required by the state and any held Minnesota professional license and agency policies
- Contribute to the agency's overall well-being and effectiveness by fully communicating needs, ideas, and concerns directly to other team members, and manager as needed
- Participate fully as a team member in day-to-day tasks as well as special activities
- Other duties as assigned by supervisor and/or director

Other Job Duties: Develop and maintain sensitivity to client and employee diversity in the work place. Behave in ways that demonstrate respectful treatment of other employees and clients. Develop cultural competence related to the services provided by the agency. Build community support for the organization by recruiting families, volunteers, and donors.

### **Equal Opportunity Statement and Non-Discrimination Policy**

The Board of Directors of EVOLVE is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability, or reliance on public assistance except where a bonafide qualification exists.