**JOB TITLE:** ELL/ESL Mentor and Family Engagement Specialist

**REPORTS TO:** Middle School Supervisor

**OVERVIEW:** Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. As a member of a national organization, our comprehensive, intentional afterschool and out-of-school day programming focuses on developing the whole girl. A combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to lead fulfilling and productive lives, break the cycle of poverty and become role models in their community. We inspire 1500 girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

The ELL/ESL Mentor and Family Engagement Specialist will support girls and their families who are currently English Language Learners or English is their second Language through out-of-school time programming, and family engagement activities. The ELL/ESL Mentor and Family Engagement Specialist will mentor up to sixteen middle schools a week, four per day. The ELL/ESL Mentor and Family Engagement Specialist will coordinate and facilitate the middle school program’s family engagement component which includes maintaining regular communication with families via a monthly bilingual newsletter, telephone calls, social media, texts, emails and plan and coordinate family night events.

**STATUS:** Non-exempt Full time / 40 hours a week

**SCHEDULE:** Monday -Friday 10:00 am - 6:00 pm

**PAY RATE:** $20.00 per hour

**RESPONSIBILITIES:**

* Mentor middle school girls;
* Coordinate and implement of the family engagement component of the program;
* Translate program materials as requested;
* Serve as a liaison and translator between ELL/ESL, non-English speaking parents and the program;
* Serve as liaison between the ELL/ ESL members and the program including facilitating relationship building between the ELL/ ESL members and the other girls and staff and ensure that ESL members are aware of program opportunities and services;
* Provide academic support in the form of homework help and tutoring;
* Assist with member recruitment and enrollment;
* Plan and deliver enrichment programming as requested;
* Initiative and maintain build relationships with ELL/ESL guidance counselors and ELL/ESL teachers at Lynn middle and high schools;
* Other tasks as assigned.

**QUALIFICATIONS:**

* BA/BS in education, public health, counseling, social work, psychology, or a related field is strongly preferred, however relevant experience is valued highly;
* Bi-lingual, English & Spanish;
* Experience working with youth, preferably girls and/or urban youth ages 12-18*;*
* Demonstrated ability to be professional, creative, innovative, and flexible*;*
* Experience planning and facilitating lessons*;*
* Experience planning and carrying out large group events
* Strong written and oral communication skills;
* Demonstrated ability to work with people of different races, ethnicities, ages, abilities and experiences;
* Proficient in Microsoft Office Apps, Google Apps and social media;
* Have flexibility and a sense of humor;
* Ability to work independently and as part of a team;

Girls Incorporated of Lynn is an Equal Opportunity Employer. Females, BIPOC, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Hiring is contingent on a satisfactory background check including a CORI.

To apply: Email cover letter and resume to Lena Crowley, Director of Middle and High School Programs at lecrowley@girlsinclynn.org.