



**POSITION ANNOUNCEMENT**  
**Program Coordinator (Bilingual Spanish)**  
Part-time; 20 – 25 hours/week  
Two positions available

Teaching for Change seeks to hire **two** part-time, Bilingual Program Coordinators (Spanish) for our nationally recognized approach to family engagement called Tellin’ Stories. The Program Coordinators will work with school-based parent coordinators in the D.C. area, providing training and coaching on our highly effective approach to build stronger schools with parent power.

Teaching for Change’s approach connects families, schools and communities as purposeful partners in the education process. By employing the strengths of parents – their nationalities and cultural backgrounds, native languages, knowledge, and lived experiences – Teaching for Change helps to build respectful and welcoming school environments. Tellin’ Stories is a D.C.-area-based project of Teaching for Change, a national social justice non-profit organization that provides teachers and parents with the tools to create schools where students learn to read, write and change the world.

The part-time Bilingual Program Coordinator will be an integral part of Tellin’ Stories’ (TS) school-based, city-wide family engagement program. The ideal candidate will have demonstrable experience in community organizing, group facilitation, and workshop development. Responsibilities will include the following (underline denotes a core job function):

- Implement the TS program at Teaching for Change partner schools, collaborating with school-based staff in public elementary schools in Washington, D.C. through:
  - community building and outreach
  - working closely with the school-based parent coordinator and parent center to design, facilitate, and evaluate a family engagement work plan
  - working closely with the school-based parent coordinator and parent center to design, facilitate, and evaluate workshops and other engagement activities
  - supporting the implementation of Tellin’ Stories Signature Activities in schools (including Parent-Principal Chit Chats, Welcoming Climate Walkthrough, Grade Level Dialogues, and more) as aligned with the school work plan
  - providing support for parent-led initiatives, events, and actions
- Support school-based parent coordinators and parent leaders to:
  - identify parent leaders, then cultivate parent leaders to assume responsibility for school-based activities, initiatives, and workshops

- recruit and engage participants for school-based activities, initiatives and workshops
- Fulfill administrative duties including:
  - document TS's work at the schools with regular reports, photos, and evaluations
  - prepare materials for program activities (fliers, mailings, etc.), prepare workshop supplies and hand-outs
  - manage program documentation and data input including attendance records, records of program agendas, evaluations and staff reports on the content of the work
  - participate in TS program evaluations and weekly staff meetings
  - support fundraising efforts at Teaching for Change
  - other duties as assigned.

**Required Experiences & Abilities:**

- Experience in public schools, community organizing, and/or related experience
- Demonstrable skills in group facilitation and workshop development
- Bilingual (English/Spanish) and ability to interpret **required**
- Great interpersonal/relationship skills, especially with people of all racial/socio-economic backgrounds
- Experience working with low-income Latino and African American communities
- Excellent communication skills, including strong writing and reporting skills
- Proficiency in Microsoft Word, Microsoft Excel, desktop publishing or related software
- Availability in the morning – parent meetings tend to take place right after drop-off
- Eager to learn and able to work both independently and as part of a team in a very busy work setting
- Ability to contribute to the growth of an education/social justice non-profit organization with both local and national reach
- Passion for education and equity issues
- Commitment to and belief in the mission of Teaching for Change.

Part-time position (20-25 hours/week) at a rate of \$18-20 per hour, commensurate with experience. Expected work schedule is approximately 8am to 12:30pm Monday through Friday.

Interested candidates are asked to send a thoughtful cover letter expressing why the position is a good fit and a resume to: Don Allen at [employment@teachingforchange.org](mailto:employment@teachingforchange.org).

Only candidates of interest will be contacted. Positions will be posted until filled.

TEACHING FOR CHANGE IS AN EQUAL OPPORTUNITY EMPLOYER