



VELA Bilingual Parent Facilitator, Part Time Position

About Us: When told that your child has a disability, your life changes forever. Acronym-filled paperwork, doctors, therapy sessions, and special education meetings become your new normal. Research shows parent involvement to be the greatest indicator of positive outcomes for children with disabilities, yet parents report feelings of powerlessness when navigating doctors, therapies and special education systems for their child. This is where VELA steps in- we partner with families - to provide knowledge, empowerment, resilience and community. Through our courses and wraparound services, parents learn how to support their child's strengths and needs, navigate medical and special education services, connect to community resources and become their child's greatest advocate. In the last eleven years, VELA has grown from a 100% volunteer-run agency to having a staff of nine, a strategic board, and a community of volunteers that serve over 2,000 families annually. VELA is values-driven, innovative and intentional. We love what we do!

Position: Part-time Employee, 5-10 hours per week during school year with additional hours available.

Available positions: 1-2 positions

Position Summary: A VELA Parent Facilitator facilitates VELA's Courses (Autism, Special Education, Transition to Adulthood and/or Caregiver Wellness, in English and/or Spanish) to parents of children with disabilities. Courses are delivered virtually and/or in person. Using VELA's curriculum and teaching methods, you will support parents on their journey to becoming their child's greatest advocates by giving them access to knowledge, resources, skills and community. VELA Parent Facilitators have lived experience navigating disability systems as parents.

Primary Responsibilities

Course Facilitation:

- Participate in orientation and training to learn to deliver VELA's curriculum with fidelity
- Teach VELA's Courses and/or workshops to enrolled families of children with disabilities
- Implement VELA's teaching style and norms to create a welcoming, parent-centered and supportive virtual and/or in person learning environment for participating families
- Adapt teaching as needed to serve the needs of diverse participants
- Refer families as needed to Case Management, Support Groups, other VELA courses/workshops and or community resources
- Establish and maintain collaborative relationships with families, program partners and staff

Administrative Responsibilities:

- Set up and breakdown teaching spaces before and after courses and/or manage virtual Zoom space
- Maintain ongoing communication with Program Coordinator and/or Program Director as it relates to needs of families, attendance, and other administrative shared duties



- Maintain ongoing communication with families to support attendance, retention and graduation as well as share identified resources via email
- Meet 1:1 with families via phone, in person or virtually to share specific resources, address specific questions and/or provide other individualized support as needed
- Maintain attendance logs and organize parent intake and exit paperwork
- Attend VELA team meetings

Requirements:

- Fluent in Spanish and English (verbal and written fluency).
- Must be a parent of a child with a disability and/or self-advocate with lived experience
- Have a strong background in special education systems, disability services and supports
- Must be legally authorized to work in the US
- High digital literacy, specifically in using Google Drive and Zoom and access to high speed internet
- Have dependable transportation
- High school graduate or higher educational degree

Qualifications:

- Effective communicator: able to communicate well internally with members of team and externally to the community
- Values-Driven: Shares organizational values, including a passion for social justice, equity and inclusion
- People-person: loves meeting new people, deepening relationships and connecting them to mission
- Highly-organized self-starter, strong attention to detail, a demonstrated ability to meet deadlines and complete excellent work with minimal supervision
- Experience working with diverse families
- Have participated in a VELA course or workshop preferred, but not required
- Experience teaching workshops and leading parent groups strongly preferred

Hours and Compensation:

This is an hourly position at \$20-\$25/hour commensurate with experience. Part-time Employee, 5-10 hours per week during school year with additional hours available. Additional mileage reimbursement for any in person facilitation that occurs outside of the VELA program space. Daytime and/or evening hours available, depending on course schedule and your schedule. Administrative work can be completed remotely with flexible hours. Laptop will be provided.

To apply: Please submit a resume and 3 references to maria@velafamilies.org with the subject line: Bilingual Parent Facilitator. No phone calls please.