



Education Consultant, Committee of Advisors

Reports to: Program Manager

Overall Objective: Support and Assist the mission and vision of Hang Tough Foundation. Works directly with families to provide tutoring services and keeps records of all services rendered.

Responsibilities:

1. Responsible for working with Program Manager to recruit tutors
2. Communicates effectively and regularly with tutors
3. Serves as a liaison between and appropriately matching families and tutors.
4. Input monthly service records and submit stipend requests forms to Executive Director
5. Real-time updating of tutoring matching and changes
6. See procedures for outline of job requirements
7. Attends Family Relations Team Meetings (Every other month)
8. Work with board to identify/maintain ways to benefit and serve local families
9. Network in the community on behalf of the foundation

Skill Set:

- Proficient in Google Drive
- Professional and sensitive communication skills via email and phone
- Education background preferred

Time Commitment:

Approximately 10-15 hours/month (As needed)