



refugeeone.org

Sewing Studio Manager & Instructor

November 28, 2018

RefugeeOne is seeking a Part-Time Sewing Studio Manager and Instructor
Schedule: 18 hours per week

Position

The Sewing Studio Manager/Instructor will oversee the daily operations of RefugeeOne's vocational sewing program, teach refugees how to use industrial and regular sewing machines, seek employment opportunities for program graduates, and devise marketing strategies and outlets for signature products. Responsibilities include:

- Refine curriculum for 3 or 4 12-week sessions per year
- Ensure supplies are adequate and machines running
- Assist clients with different skill levels
- Organize graduation event at the end of each session
- Identify signature items that can be produced in class and sold
- Manage donations and program volunteers
- Conduct outreach to potential employers and/or customers including factories, dry cleaners and other businesses.

Qualifications

Required:

- Experience teaching sewing and/or other creative arts
- Entrepreneurial, marketing and social media skills
- Flair for engaging women and encouraging active participation
- Able to make sound decisions quickly
- Able to maintain calm, professional demeanor in stressful situations
- Excellent organizational, decision-making and time management skill
- Excellent communication skills with non-native speakers of English
- Flexible work schedule
- Passion for the mission and vision of RefugeeOne

Preferred:

- Experience working with non-profit organizations

To Apply

Please submit cover letter and resume to Jan Douglas at jdouglas@refugeeone.org.