

Internal Job Posting

Position Title: Interpreter/Outreach Worker (Ukrainian/Russian Languages)

Report To: Resettlement Services Director

Date: February 2020

Organization:

RefugeeOne has a national reputation for its success in helping refugees fleeing war, terror, and persecution to build new lives of safety, dignity, and self-reliance. RefugeeOne has a remarkably diverse staff of 40 people who collectively speak 35 languages. RefugeeOne has been resettling refugees in the Chicago area since 1982. For more information, visit refugeeone.org.

RefugeeOne is seeking a part-time (20hrs. per week) Interpreter/Outreach Worker for our growing Ukrainian and other Russian speaking populations.

Job Functions:

- Provide interpretation for refugee adults, children and families.
- Provide case management services
- Transport clients to and from appointments as needed.
- Translate written documents from English to Ukrainian and/or Russian.
- Provide interpretation for other programs as needed.
- Provide community outreach

Education/Experience:

- Fluent in oral and written Ukrainian and Russian languages.
- Valid Driver's license and use of a reliable car.
- Minimum 3 years of experience as an interpreter.
- Experience working with refugees.
- Comfortable working in a variety of settings, i.e. office, client homes, schools, and afterschool program.
- Individuals with flexible schedules will be given priority.

Time Commitments:

- Part-Time (20 hrs. per week)
- Must be available for special events and training
- Must attend all-staff quarterly meetings and events

Salary: Competitive, commensurate with skills. Excellent benefits package

Please send your cover letter and resume by March 16, 2020 to Jan Douglas at jdouglas@refugeeone.org

No phone calls please.