

## JOB POSTING

**Position Title:** Dari/Pashto Mentoring Program Assistant

**Department:** Youth

**Location:** West Rogers Park

**Job Type:** Full-Time (32 hrs/week)

### **Responsibilities**

- Assist with outreach and engagement with a focus on Afghan male teens and young adults
- Conduct outreach to teens and young adults for the Mentoring Program
- Assist with Mentoring Program intakes and matches as needed
- Develop dedicated programming for young male Afghan clients geared towards their unique interests and needs
- Coordinate regular social events and workshops for mentoring program participants
- Collaborate with Youth Mentoring Coordinator to accomplish program goals
- Comply with monthly data entry and reporting requirements

### **Requirements**

- Fluency in Dari and/or Pashto
- Experience working with teens and young adults
- Strong organizational skills and ability to multi-task
- Highly motivated, flexible, and enthusiastic
- Excellent communication and advocacy skills
- Experience working with individuals and groups from diverse ethnic and cultural backgrounds.
- Access to a vehicle, with driver's license and insurance helpful but not required

Salary: Commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org)

**NO PHONE CALLS PLEASE**