

## JOB POSTING

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

**Department:** Youth

**Location:** West Rogers Park

**Job Type:** Part-Time, Monday-Friday 3:00pm-7:00pm

### Responsibilities

- Supervise and interact with refugee youth in Grades K-12, to assist in their academic, social, and cultural adjustment to life in the US
- Collaborate with Youth Activities Coordinator to promote healthy adaptive behavior, establish clear expectations and enforce consequences for disruptive behavior at the After School Program
- Ensure that basic physical and emotional needs are met
- Ensure that the youth program environment is well-maintained
- Maintain daily and monthly attendance records
- Supervise the After School Program in the absence of the Youth Activities Coordinator

### Requirements

- Fluency in Pashto and/or Dari
- High school graduate or equivalent
- Strong computer skills including Microsoft Office, Outlook, Word and Excel
- Experience working with youth
- Experience working with individuals and groups from diverse ethnic and cultural backgrounds

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**