

JOB POSTING

Youth Education Coordinator

Responsibilities:

- Register new youth arrivals for school and other educational programs
- Act as liaison between schools and refugee youth and families to ensure academic and overall success
- Advocate for the educational rights of refugee youth
- Guide families in accessing special education services and other educational supports as needed
- Support refugee parents in fulfilling parental responsibilities
- Assist at RefugeeOne youth afterschool program as needed
- Comply with monthly data entry and reporting requirements

Qualifications:

Required:

- Bachelor's Degree and minimum 2 years' experience working with children
- Knowledge of and experience with the U.S. school system
- Strong organizational skills and ability to multi-task
- Highly motivated, flexible, and enthusiastic
- Excellent communication and advocacy skills
- Access to a vehicle, with driver's license and insurance
- Experience working with individuals and groups from diverse ethnic and cultural backgrounds.

Preferred:

- Fluency in Pashto, Dari, Arabic, Swahili, or Kinyarwanda

COVID-19 Vaccination Required

To Apply

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

NO PHONE CALLS, PLEASE