

JOB POSTING

Position Title: Sewing Instructor

Department: Resettlement

Location: West Rogers Park

Job Type: Part-Time

Responsibilities

- Teach 2 classes per week for up to 10 students per session
- Develop curriculum for 12-week sessions (four sessions per year)
- Assist clients with different skill levels and track class attendance
- Ensure supplies are adequate and machines are in efficient condition
- Offer creative ideas in class for production and possible marketing
- Complete grant reports, provide student narratives and stories as needed
- Organize graduation event at the end of each session
- Return communications (phone, email, mail) to internal and external colleagues and service providers within 48 hours
- Attend and participate in department and agency meetings
- Completes other duties and tasks as assigned

Qualifications

- Must have advanced sewing skills and good working knowledge of industrial machines
- Excellent organizational skills and experience with creative ideas for products
- Exceptional problem-solving skills, including the ability to develop and follow through with practical solutions
- Strong time management skills; able to juggle multiple priorities and responsibilities
- Excellent communication skills with non-native speakers of English
- Flexible in work schedule
- **COVID 19 Vaccination required**

To apply, send resume and cover letter to Jan Douglas at jdouglas@refugeeone.org

NO PHONE CALLS PLEASE