

## JOB POSTING

**Position Title:** Ukrainian Youth Activities Coordinator

**Department:** Youth

**Location:** Buffalo Grove

**Job Type:** Full-Time

### Responsibilities

- Complete Youth Program intake with new Ukrainian arrivals
- 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
- Comply with monthly data entry and reporting requirements

### Requirements

- Availability Monday-Friday 9am-5pm/10am-6pm, flexibility for some evenings and weekends
- Fluency in oral and written Ukrainian
- 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
- COVID-19 Vaccination 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**