

## JOB POSTING

**Position Title:** Ukrainian Youth Program Assistant

**Department:** Youth

**Location:** Buffalo Grove

**Job Type:** Full-Time

**Schedule:** 9:00am-5:00pm/10:00am-6:00pm (some evenings/weekends)

### Responsibilities

- Complete Youth Program intake with new Ukrainian arrivals
- Assist Ukrainian Youth Activities Coordinator with school enrollments for youth
- Assist families with registration in childcare and preschool programs
- Coordinate weekly tutoring and recreational activities for Ukrainian youth
- Comply with monthly data entry and reporting requirements

### Requirements

- **Fluency in oral/written Ukrainian**
- **Covid-19 vaccination required**
- Minimum of 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

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**