

JOB POSTING

Position Title: Ukrainian Youth Program Assistant

Department: Youth

Location: Norridge

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

NO PHONE CALLS PLEASE