



refugee development center

Position Description

Welcome Desk Assistant:

The Welcome Desk Assistant will support the RDC Newcomer Center by assisting new families in enrolling in programs, helping check in current families daily, and assisting with all aspects of intake.

HOURS: Part time, Monday thru Thursday 9-2pm

PAY: \$15-\$17/hr commensurate with experience

BENEFITS: for full time employees, RDC offers fully paid health, dental, vision, retirement and generous PTO.

Responsibilities and Duties

- Greet new and returning students
- Complete new student registration
- Keep the Welcome Desk and nametag area clean and organized
- Give out and track student bus passes
- Schedule appointments for navigation services and driving simulator
- Make and serve coffee, tea, and snacks
- Be friendly and welcoming to all RDC students
- Teach RDC students the rules of the Newcomer Center
- Take out trash and recycling, sweep floors, and wash tables
- Take inventory of supplies and materials
- Walk parents from their classroom to the nursery when nursery teachers ask for their assistance
- Follow all operational safety and protocol guidelines

QUALIFICATIONS

Required

- Be able to lift 40 pounds (19 kg).
- Ability to work during the evening, as needed.
- A caring and approachable nature.
- Ability to work with English language learners
- Use a computer.
- Attention to detail

Preferred

- Multi-lingual (Arabic, Dari, Haitian Creole, Pashto, Kinyarwanda, Swahili, or Somali)
- Experience working with refugee and immigrant populations.

How to Apply:

Complete the Application [HERE](#) by August 23rd.

EEO Statement:

Refugee Development Center (RDC) believes we are better together and is an equal opportunity employer who truly values diversity at our organization. Therefore, RDC adamantly opposes any discrimination based on characteristics protected by federal, state, and local laws, (including the following: race, religion, skin-color, sex, national origin, gender identity or expression, sexual orientation, age, genetics, marital status, veteran status, or disability status) and enthusiastically encourages those of diverse backgrounds to apply.