



refugee development center

Position Description

Welcome Desk Assistant:

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

HOURS: Part time, Monday thru Thursday 4pm to 7:30pm

PAY: \$16-\$17/hr commensurate with experience

BENEFITS: paid earned sick time

Responsibilities and Duties

- Greet new and returning students
- Complete new student registration
- Keep the Welcome Desk and nametag area clean and organized
- Schedule appointments for navigation services and driving simulator
- Answer the phone and record messages
- Be friendly and welcoming to all RDC students, volunteers, and guests
- 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
- Follow all operational safety and protocol guidelines

QUALIFICATIONS

Required

- A caring and approachable nature.
- Ability to work with English language learners
- Use a computer and computer applications, including Google Docs, Sheets, and Slides
- Ability to work in a fast paced environment
- 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 November 7. Email your resume to Margaret Tassaro at mtassaro@rdclansing.org.

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.