refugee development center

Youth Educator Specialist

Position Description

Overview: The Youth Educator Specialist supports a culturally responsive school enrichment and mentoring program for young people who are refugees, asylees, special immigrant visa recipients, or other newcomers, who have been in the United States less than five years, and who are in grades K-12.

A successful candidate will embody the values of the RDC in their role: Compassion, Collaboration, Innovation, Education, Welcoming, Cultural Humility, and Commitment.

HOURS: Full time
SCHEDULE:
September - May: Monday-Thursday 11:30-7:30pm, Friday 9:00am-5:00pm.
May - August: Monday-Friday 9:00-5:00pm (subject to change)
PAY: $17.00-$19.00/hr
BENEFITS: RDC offers fully paid health, dental, vision, retirement and generous PTO.

Job Duties:
• Plan and conduct regular afterschool and summer programming for K-12 newcomer youth including lessons, extracurricular activities and field trips
• Facilitate youth wellness groups with a focus on leadership development and building strong social networks offering a variety of activities designed to support mental wellness including sewing, sports and movement, driver's empowerment, and art
• Support the mentoring program for new arrival (within 5 years) refugee youth aged 15-24 in which a youth is paired with a suitable mentor.
• Conduct regular contact with families via phone calls and home visits.
• Support Newcomer Center standard operations including the welcome desk, light cleaning and organizing.
• Support data management/attendance tracking and help maintain client casefiles in accordance with RDC standards
• Operate van transportation for afterschool programming and field trips
• Other duties as assigned

Credentials Required:
High School Diploma or GED.

Required Experience/Capabilities:

- Passion and commitment to the mission of the Refugee Development Center
- Prior experience working with young people grades K-12, preferably newcomer youth
- Demonstrated commitment to cross-cultural competence and cultural humility
- Proficiency in Microsoft Suite, GSuite
- Effective written, verbal, and interpersonal communication skills
- Valid driver's license, reliable personal transportation and current auto coverage
- Knowledge of the U.S. public school system and post-secondary opportunities

Preferred Experience/Capabilities:

- Prior knowledge of local community social service resources, particularly for immigrant and other vulnerable populations.
- Bilingual/multilingual (Arabic, Dari, Pashto, Kinyarwanda, or Swahili)

Working Conditions:

Due to the nature of the position, final candidates will be required to allow RDC to conduct a series of background checks to determine whether the circumstances of any pending charges or past convictions would be substantially related to the job being filled.

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.

To Apply:

Complete **Google form** AND Email ksankar@rdclansing.org with resume and cover letter and with the subject "Youth Educator Specialist" by end of day November 15, 2026.