



# refugee development center

## Youth Educator Specialist Position Description

**About the Organization:** The Refugee Development Center (RDC) is a vital 501(c)(3) organization that was created in 2002 to provide a unique, unduplicated service in the mid Michigan area. As a small grassroots organization, we have grown to be the “go-to” agency for working with refugees in the region. By providing formal and informal learning opportunities, the center aims to be an open and inclusive place for refugees to learn and locate the resources they need to flourish as residents and citizens.

**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.

**Seasonal Hours:** 25-40 hours per week in summer. Weekday mornings and afternoons.

**Pay Rate:** \$16/hr

**Term:** May 20, 2024 - Aug 16, 2024

**Optional Year Round Extension:** Employees with a successful performance review can be considered for 25-40 hours per week in fall/spring. Weekday afternoons and evenings required.

### 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 coordination of a mentoring program for new arrival (within 5 years) refugee youth aged 15-24 in which a youth is paired with a suitable mentor.
- Coordinate regular contact (phone calls and home visits) with participants and families of enrolled mentees. Use cultural broker support as needed.
- Support mentor/mentee pairings in order to ensure quality of services provided and compliance with established standards

- Support mentor recruitment, particularly mentors with immigrant/refugee experience or whose interests or expertise align with the goals of an enrolled mentee
- Support coordination, training and supervision of mentors
- Provide opportunities for mentor and mentee engagement
- Support newcomer center standard operations including the welcome desk, light cleaning and organizing.
- Document grant services, maintain client casefiles in accordance with RDC standards

**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, Swahili, or Somali)

**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:**

Email [jobs@rdclansing.org](mailto:jobs@rdclansing.org) with resume and cover letter and with the subject "Youth Educator Specialist" by end of day Thursday, April 11, 2024.