



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Announcement

POSITION TITLE:	Post-Secondary Success Coach – Temporary
DEPARTMENT:	Youth
REPORTS TO:	Youth Program Manager
STATUS:	Non-exempt Temporary Part-Time (20 hours/week) (March 25, 2019 through June 28, 2019) with possible extension
SUMMARY:	The Post-Secondary Success coach will support a caseload of 10-13 youth to ensure their successful transitions to and through post-secondary education programs.

### Internal Only

#### **POST-SECONDARY SUCCESS COACH RESPONSIBILITIES:**

- Provide case management services for a caseload of 10-13 youth, ages 16-24.
- Maintain up-to-date case files with all required documentation and case notes.
- Become familiar with post-secondary program providers in the Seattle area in order to connect students with a wide range of options for post-secondary education (such as colleges, vocational programs, apprenticeships, certificate programs, etc.).
- Provide resources and guidance for securing scholarships and other forms of financial aid.
- Hold weekly drop-in "office hours" for students to get help with applications, personal essay-writing, etc.; office hours will be held at different sites in the southeast Seattle area.
- Provide workshops for youth and families on topics such as financial aid, post-secondary options, scholarship applications, etc.
- Occasionally lead activities with groups of students in other ReWA youth programs to teach about career paths, post-secondary options, etc.
- Travel to different sites in Seattle to meet with students.

#### **GENERAL YOUTH PROGRAM STAFF RESPONSIBILITIES:**

- Communicate and meet regularly with the Youth Program Manager and other Youth Program staff to discuss and plan programming, evaluate program and client progress, and ensure program objectives and grant outcomes are being met.
- Maintain confidentiality when working with youth; report concerns to the Youth Program Manager, per Washington State Mandated Reporter rules.

- Attend monthly ReWA Youth Program staff meetings and ReWA All Staff meetings.
- Compile and submit all paperwork including contract reporting, assessment data, timesheets, and other agency forms in a timely manner.
- Complete other duties as assigned by the Youth Program Manager.

**MINIMUM QUALIFICATIONS:**

- Associate's degree, or at least 2-years' of post-secondary education experience.
- Ability to pass a Washington State and multi-state background check.
- Intermediate computer skills including experience with Excel, Microsoft Word and email programs.
- Regular and consistent communication via e-mail, phone and/or text messages with students and colleagues.
- Experience working with multicultural youth in formal or non-formal settings.
- Ability to express oneself effectively, both verbally and in writing, using the English language.
- Familiarity with the application process to Washington state post-secondary education providers and familiarity with the financial aid process (FAFSA/WASFA).
- Be available in the afternoons and some evenings during the week.
- Willingness to learn and do independent research to meet clients' needs.

**QUALIFICATIONS OF IDEAL CANDIDATE:**

- Bilingual in English and another language (especially Amharic, Arabic, Chinese, Oromo, Somali, Tigrinya, or Vietnamese).
- Ability and willingness to drive ReWA 8-passenger vans on occasion.
- Prior case management experience or experience working with higher education providers.
- Flexibility to work occasional weekend days and/or full weekdays to accommodate field trips, trainings, etc.
- Familiarity with the Youth Program Quality Assessment (YPQA) or the Social-Emotional Learning Program Quality Assessment (SEL PQA).
- Current First Aid/CPR certification.
- Valid driver's license and willingness to provide a copy of current driving record.
- Willingness to drive youth using a personal vehicle or a ReWA 8-passenger van.
- Access to a reliable vehicle and current insurance for travel to different sites in south Seattle, and potentially to south King County.
- Demonstrated commitment to supporting and empowering youth and families from diverse cultures and backgrounds.

**BENEFITS:** Medical insurance, dental insurance, life insurance; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

FOR CONSIDERATION:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

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