



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 Description

POSITION TITLE: LEVY Elementary Program Assistant
DEPARTMENT: Youth
LOCATION: Main Office
REPORTS TO: Youth Program Manager
STATUS/PAY: Non-exempt Regular Part-time (15 Hrs/wk)

SUMMARY: The ReWA Elementary Program has an opening for an assistant to work with elementary aged youth from immigrant and refugee backgrounds in elementary schools in the Seattle Public School District. The Elementary Program Assistant will work with the Program Coordinator and Program Manager to implement lessons and tutoring help in the afterschool programs, as well as support with other afterschool programs logistics including driving a ReWA van to help students get home at end of program each day, and field trips. The person must be available in the afternoons and early evenings Monday through Thursday, and some weekends.

Responsibilities

- Help the instructor deliver lessons to groups of 20 elementary aged students four afternoons a week (two times per week at each partner school site)
- Provide tutoring assistance to children
- Assist with implementing behavior management strategies.
- Support and provide guidance to volunteers in the program.
- Ensure a safe and welcoming environment for youth, volunteers, and staff of all backgrounds.
- Safely drive an 8-passenger van to transport youth home after program sessions or on field trips.
- Help coordinate snacks and meals.
- Uphold high expectations for youth academic and ELL performance during and outside of program time.
- Maintain confidentiality when working with youth; report concerns to the Youth Program Manager, per Washington State Mandated Reporter rules.

Refugee Women's Alliance is an Equal Opportunity Employer.

MINIMUM QUALIFICATIONS:

- Bilingual ability, especially in Somali, Spanish, or Maya Qui'che
- Have an AA or bachelor's degree
- Have a background in working with youth
- Demonstrate commitment to supporting and empowering youth and families from diverse cultures and backgrounds
- Have a desire and willingness to learn and grow professionally
- Be willing to work flexible hours and possibly some weekends
- Have First Aid/CPR training
- Have access to a reliable vehicle, Washington State Driver's License and have current auto insurance

BENEFITS: Sick Leave

CLOSING DATE: Open until filled.

FOR CONSIDERATION:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

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