



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 OPENING

**POSITION TITLE:** STEAM Program Instructor  
**REPORTS TO:** Youth Program Manager  
**STATUS:** Regular Full-Time (37.5 hours per week)

*\*There are opportunities for other ReWA Youth Program positions in July/August to create year-round employment if summer programming is not an option for the current school year.*

### SUMMARY:

ReWA's STEAM Program with the Youth team has an opening for an Program Instructor (PI). The PI would collaborate with a team of two Academic Case Managers and academic volunteers to serve 40 students and their families in Seattle neighborhoods. 100% of the families in this program are from immigrant/refugee, BIPOC backgrounds and most are Spanish- or Somali-speaking. The PI will coordinate the elementary, middle school and some high school program activities in collaboration with our Instructional Coach and Program Manager. Instructional Coach will review curriculum and submit to Program Manager for approval. The PI is responsible for planning engaging STEAM afterschool program units and lessons, and monitoring student data, sharing student data internally and externally and performing pre and post testing for each student. The incumbents will deliver STEAM content in after school enrichment, on field trips for immersive learning, class settings on some weekends and outreach events.

This position will report to the Youth Program Manager and get additional professional development support from the Youth Program Manager and Instructional Coach. To create a student success pipeline PI will have regular contact with school staff to receive student updates that will be beneficial in tailoring lessons to increase student progress.

The right candidate will be confident, a good communicator, an evolving leader, team player, flexible and must be willing to be flexible and able to adapt to the needs of dynamic and growing program. The preferred candidate will have connections to the East African or Latinx communities and speak Spanish or Somali.

Professionally, they will be interested in building the program leadership skills; developing school partnerships that support family engagement; and planning STEAM afterschool program sessions that support academic success, create inclusive environments, be culturally sensitive and build social-emotional skills on an ongoing basis. While the schedule for this position can be flexible,

the PI must be available on Monday through Friday afternoons/early evenings and some weekends for field trips and robotics classes.

## **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

## **RESPONSIBILITIES:**

### **PROGRAM ADMINISTRATION RESPONSIBILITIES:**

- Coordinate and facilitate team meetings with Academic Case Managers to discuss and evaluate student progress, recruit/enroll new students, and working in a collected effort with Program Manager ensure program and grant goals are being met in a timely fashion.
- Working in a collected effort with Program Coordinator to organize school events and outings throughout the school year (e.g., field trips, celebrations, etc.)
- Meet monthly with school leadership at the afterschool program sites to ensure communication and engagement with the school is regular and productive.
- If available, attend school community meetings (e.g., FEAT, PTSA, etc.) to remain informed of significant changes in the school district.
- Review student attendance, student progress and program trackers in an ongoing
- basis; coordinate with school staff to get progress reports and reading/math level data.
- Compile timely monthly data for both internal and external audiences; submit all data the Youth Program Manager for review on time.

### **AFTERSCHOOL PROGRAM RESPONSIBILITIES:**

- Work in partnership with the Academic Case Manager to partner with schools to ensure 40 youth are enrolled in the program by late August each year.

- In tangent with Youth Supervisor and Instructional Coach Develop and plan STEAM literacy-focused lessons and prepare materials for afterschool program sessions. Create program supply lists and check requests for lessons within budget expectations and submitted by the deadline.
- Deliver STEAM lessons to groups of 20 elementary-middle school aged students four afternoons/week (two times per week at each partner school site or twice a week virtually), with Academic Case Manager and volunteer support.
- Ensure program goals and outcomes are being met according to the contract specifications. Add reflection notes and edits to lessons after teaching to improve the lesson database tracker.
- Ensure students are able to participate and engage in Homework Help and the STEAM project to increase their knowledge, skills and opportunities available to them.
- Book speakers to share about careers in STEAM.
- Support and provide guidance to volunteers in the program.
- Ensure a safe, fun and welcoming environment for youth, volunteers, and staff of all backgrounds.
- Foster a program culture that supports cultural sensitivity, social-emotional learning, encourages personal and academic growth, and elevates youth voice.
- Uphold high expectations for youth performance during and outside of program time.
- Ensure program documentation is kept up to date, including attendance, emergency contact lists, etc.
- Engage and interact with parents in a professional and positive manner during class and onsite celebrations or science fairs.
- Work with Academic Case Managers to purchase and coordinate snacks or meals for students daily and on field trips.
- Maintain confidentiality when working with youth; report concerns to the Youth Program Manager, per Washington State Mandated Reporter rules.
- Safely drive an 8-passenger van to transport youth home after program sessions or on field trips.

#### **GENERAL REWA 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.

- Attend monthly ReWA Youth Program staff meetings and ReWA All Staff meetings.
- Attend at least two professional development trainings, and lead at least one teach-backtraining to other Youth Program staff per year.
- Instruct or co-instruct lessons with teammates.
- Serve as a resource for interns and volunteers in carrying out their assigned roles.
- Compile and submit all paperwork including contract reporting, client tracking forms, timesheets, and other agency forms in a timely manner.
- Complete other duties as assigned by the Youth Program Manager.
- Interact with vendors in a positive and professional manner when planning field trips, ordering or booking speakers.
- Stay current in STEAM related content.
- Represent at community events or fundraisers.
- Return receipts to Program Manager or Program Coordinator in a timely manner.
- Complete incident and accident forms in a timely and efficient manner. Report all unsafe situations to Program Manager.
- Attend trainings orientations and meetings as necessary.
- Clearly communicate all scheduling requirements/preferences at least two weeks prior to requested dates/times.

#### **MINIMUM QUALIFICATIONS:**

- Must be willing to be trainable, learn quickly, ask appropriate questions and feel comfortable collaborating with colleagues.
- Must be comfortable, calm, and clear when presenting information and delivering program sessions to youth or teammates.
- Instruction interest and willingness to learn STEAM curriculum and lesson delivery to cohorts of 20 students of differing ELL levels.
- Must have experience working with groups of youth in formal or non-formal settings.

- Must have the ability to express yourself effectively, both verbally and in writing, in English. Be willing to brainstorm with team mates and execute ideas/goals alone and/orwith a team.
- Must have good computer skills including experience with Excel, MicrosoftWord, Google Suites and Outlook email programs.
- Must have attention to detail and the ability to problem solve and take initiative.
- Be familiar with indoor and outdoor recreation opportunities.
- Must have a high school diploma or GED.
- Must be available during weekday afternoons/evenings.
- Must be a reliable communicator by phone, text, and/or e-mail.
- Must have a valid US driver's license and be willing to drive an 8-passenger van.
- Must be able to pass a Washington State and multi-state background check, as well aspresent a copy of your driving record.

**PREFERRED QUALIFICATIONS:**

- Be bilingual, especially in Somali, Spanish, or Maya Qui'che
- Have an AA or bachelor's degree.
- Have a background in education, social services, or youth development work and/orSTEAM background.
- Demonstrate commitment to supporting and empowering youth and families from diverse cultures and backgrounds.
- Understand racial equity principals and the institutional barriers that youth of color face.
- 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 and have current insurance.

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

**TO APPLY:**

[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)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.