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: Citizenship Instructor/Immigration Program Administrator
REPORTS TO: Immigration Attorney/Supervisor
STATUS: Non-Exempt Regular Part Time (30 hours per week)

- Monday-Friday, 6 hours per day.
- Occasional nights and weekends are required to teach onsite classes.
- Flexibility between our MLK and Kent location, pending quarterly class offering.

SALARY: $25.00 per hour

SUMMARY:

Are you looking for a position that supports our community’s vulnerable and marginalized refugee and immigations to improve their quality of life and create real change? Refugee Women’s Alliance mission 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. ReWA’s Immigration services provides the critical security and safety each refugee and immigrant is seeking for their family and self. Only with this security of never returning to the place they are fleeing will they be able to truly rebuild their lives. Do you see yourself as a part of that mission? Coordinates selected operations of the Immigration Department: plan and implement outreach strategy for students, prepare monthly reports, and conduct orientation & Pre/Post Testing for Citizenship class students; Coordinate the citizenship class component of the program: schedule classes, conduct intake and enrollment, train instructors and volunteers; and assure student files are properly maintained. This position also advances our Voter Education program by assuring all newly naturalized citizens and other refugee and immigrant citizens know their voter rights and the
process. Organizing events that will provide the necessary education so that refugee and immigrants can and will exercise their voting rights.

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:

ADMINISTRATION RESPONSIBILITIES:

- Work closely with the Senior Immigration Program Coordinator to ensure that curricula, teachers’ logs, student attendance reports, and progress reports meet contractual requirements and are submitted in a timely manner.
- Facilitate the transition of students from the class component to the application component.
- Develop and implement strategies to remove barriers to participants attending classes.
- Processing all incoming immigration mail getting to appropriate case managers in timely manner.
- Assist Immigration Senior Program Coordinator to screen and determine eligibility for walk-in, calls and referral clients.
- Provide CASAS testing and ensure the students are at least ESL level 2 and able to participate, successfully, in a citizenship class.
- Conduct orientation sessions for prospective clients of the Naturalization Program.
- In partnership with case managers develop and implement an outreach strategy for the Naturalization program, with a focus on citizenship classes.
- Collaborate with case managers in ReWA’s Citizenship program to organize and engage students in civic and service projects, special training, and field trips.
- Coordinates ordering and distribution of teaching supplies and testing materials.
INSTRUCTOR RESPONSIBILITIES

• Evaluate and ensure the Citizenship Curricula enhances participants’ civic acquisition and citizenship interview skills.
• Develop enhancements for the lesson plans and provide instructions to instructors.
• Develop appropriate methods of language instructions, lessons delivery and program design, scheduling and services models.
• Ensure and maintain a safe, respectful and engaging environment for students.
• Assure the completion of weekly activity logs, attendance logs, write monthly progress notes,
• Identify and recruit guest presenters and/or arrange for field trips to enhance students’ learning and understanding of US history, civics and responsibilities of citizenship.
• Conduct research and continually develop knowledge of best practices pertaining to English language learners through attendance at internal and external meetings, in services programs, conferences and reading current literature
• Work with program director to evaluate the program and identify areas of need.
• Attend all meetings and trainings

VOTER EDUCATION RESPONSIBILITIES

• Hold multiple trainings for all ReWA staff on the voting process, voter registration, and overview of elections so all staff can assist with outreach and answering client questions about voting rights.
• Individualized outreach to newly naturalized US citizens after their citizenship interviews to provide information about voting and assist them with voter registration
• Integrated voter education activities in our ongoing weekly citizenship class curriculum to help build up clients’ familiarity with the voting process and remove barriers to their participation in elections once they are eligible
• Provide voter education activities and information through ReWA ESL classes and other ReWA programs
• Conduct targeted outreach campaigns leading up to the each primary and election to remind and assist community members to register to vote and participate in these elections
• Launched larger outreach campaign leading up to larger general elections, which involved: Recruiting, training, and managing bilingual volunteers from local immigrant communities for individualized assistance in different languages for: registering to vote, understanding the voting process, understanding ballot items, filling out and returning ballots, obtaining replacement ballots, going to Vote Centers, and reminding participants of registration and ballot return deadlines
• Create training materials to educate volunteers on voter registration, troubleshooting common problems with registration, common questions about voting and ballots, how to assist clients remotely
• Using a variety of communication methods to reach as many participants as possible in their preferred language (text-banking, phone-banking, email blasts, social media, limited in-person outreach)
• Develop partnerships with other non-profit agencies, local government offices, and media organizations to expand our outreach to more underserved immigrant and refugees and engage them in the voting process

MINIMUM QUALIFICATIONS:

• AA in education, social work or related field and at least two years of demonstrated experience in teaching adult English Language learners with some combination of literacy and phonetics skills, civics and US history and creating lesson plans or 3 years teaching ESL and/or Adults
• Strong English proficiency, in writing and orally
• Familiarity with Citizenship and N-400 requirements preferred
• Experience or training in ESL assessment and competency testing.
• Strong computer skills and proficiency in Microsoft Office software
• Fundamental knowledge of and experience in curriculum development
• Effective prioritizing, organizational and multi-tasking skills
• Experience working with immigrants and refugees; ability to establish effective working relationships with multi-cultural staff, clients, community representatives and the general public
• Highly positive with enthusiastic style; capable of motivating students
• Ability to work as an effective team member in a multicultural organization
• Must be self-starter and dependable with strong problem-solving skills and good judgment
• Must reliable transportation.
• Must be willing to work evenings and weekends, as needed.

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

TO APPLY:

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.