



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: Job Readiness and Digital Literacy Instructor

PROGRAM: Family Empowerment Services

REPORTS TO: Director of Family Empowerment

STATUS: Non-exempt, regular 40 hours/week

LOCATION: ReWA SeaTac and Kent Offices

SUMMARY: 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 Job Readiness Training is tailored for limited English speakers and covers topics that help refugees and immigrants prepare for a job in the US including preparing participants by teaching job-seeking techniques, setting goals, and providing information on career pathways, resume writing; interview preparation; coaching; career and educational pathway exploration; financial literacy; and soft skills training (e.g., time management practices, professional communication, and networking), workplace rights, and basic computer and digital skills.

RESPONSIBILITIES:

1. Teach in person and online job readiness course with ReWA developed curriculum.
2. Prepare lesson plans and provide instruction to class participants.
3. In collaboration with ReWA employment coordinator, arrange financial literacy classes with our partners such as Financial Beginnings in the areas of budgeting, banking, and investing.
4. In collaboration with ReWA employment coordinator, arrange classes with our partners such as The Fair Work Center, the Office of Labor Standards of the City of Seattle on workplace rights including minimum wage, hazard pay, benefits,

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and safe and sick time as well as what to do when encountering discrimination in the workplace.

5. Organize guest speakers in various areas related to the topics covered in ReWA curriculum.
6. Work closely with ReWA employment case managers to interpret content both linguistically and culturally as needed to ensure comprehension.
7. Teach basic computer and internet literacy classes using ReWA curriculum to job seekers to aid in their online job search and ongoing skill building such as how to use Microsoft Word, the Internet, web search, email, apps, google maps, how to call and leave a voice message and a text message.
8. Complete weekly activity logs and attendance logs.
9. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- BA degree in social services or business field, and professional experience in business development, or career coaching or an equivalent combination of education and experience
- One- year experience providing instruction and training.
- Experience using standard software packages, including Microsoft Office Suite.
- Ability to communicate effectively, orally and in writing.
- Must be highly organized, detail orientated and work within time restraints and deadlines.
- Ability to work independently and as part of a team.
- Ability to communicate effectively with English language learners and with individuals from a wide range of cultural backgrounds.
- Demonstrated commitment to refugee and immigrant advocacy.
- Must have own transportation, a valid Washington state driver’s license.

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

To Apply: 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

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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.

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