



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:** Post Secondary Success Coach  
**REPORTS TO:** Youth Program Manager  
**STATUS AND COMPENSATION:** Full time non-exempt, 37.5 hours/week  
**SALARY:** \$25.00 per hour

### **SUMMARY:**

The Post-Secondary Success coach will support a caseload of 20-25 youth to ensure their successful transitions from high school and through post- secondary education programs.

### **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:**

- Provide case management services for a caseload of 20-25 youth, ages 16-24.
- Maintain up-to-date case files with all required documentation and case note updates plus be able to upload all written files to Share Point.
- Become familiar with post-secondary program providers in the Seattle area 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 mandatory weekly drop-in "office hours" for students to get help with applications, personal essay-writing, FAFSA and scholarship submission, 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, career-specific fields, 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.

### **Program Staff Responsibilities:**

- Communicate and meet regularly with the Youth Program Manager and other Youth Program staff to discuss and plan to program, 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 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.

### **Preferred Qualifications**

- 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, training, etc.
- Familiarity with the Youth Program Quality Assessment (YPQA) or the Social-Emotional Learning Program Quality Assessment (SEL PQA).
- Current First Aid/CPR certification.
- Willing to take regular trainings to enhance coaching skillset
- Visit local high schools, trade schools, and colleges to recruit for the program
- Valid driver's license and willingness to provide a copy of the 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, 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=19000101000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101000001&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.



