VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Program Assistant Volunteer

POSITIONS AVAILABLE: 1  REPORTS TO: Yuliya Matyushkina, ESL Coordinator

LOCATION: ReWA Sea-Tac Site

START DATE: October 23, 2023  END DATE: January 22, 2024

TIME COMMITMENT:

- 1-2 hours per week for 3 months
- Any time from 9 AM – 5 PM, preferably on Fridays

ABOUT REWA: Refugee Women’s Alliance (ReWA) is an award-winning, nationally recognized nonprofit that provides holistic services to help refugee and immigrant women and families thrive. In 33 years of work with multi-cultural communities, we have refined our services to most effectively promote integration and self-sufficiency. All of our services are designed to quickly and effectively stabilize clients, promote acculturation, increase language proficiency, and improve employability.

RESPONSIBILITIES:

- Assisting with administrative tasks like photocopying, filing, record-keeping, and organizing educational ESL resources.

QUALIFICATIONS:

- Flexible, organized, with good communication skills.
- Familiarity with Microsoft Office software: Word and Excel.

BENEFITS:

- Helping the ESL program that serves hundreds of refugees and indirectly making a difference in their lives.