



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: 2 Post-Secondary Success Coach Positions

DEPARTMENT: Youth

REPORTS TO: Youth Program Manager

STATUS:

1. Non-exempt Full time (37.5 hours/week)
Afghan community
2. Non-exempt Part Time (20 hours / week)
Ukrainian community

SUMMARY: The Afghan Post-Secondary Success coach will support a caseload of 40 youth to ensure their successful high school graduation and transitions to and through post-secondary education programs.
Ukrainian Post Secondary Success Coach will support a caseload of 20 students to ensure their successful high school graduation and transition to and through post-secondary education programs.

POST-SECONDARY SUCCESS COACH RESPONSIBILITIES:

- Provide case management services for a caseload of total of 60 youth, ages 16-20.
- Maintain up-to-date case files with all required documentation and case notes.
- Become familiar with post-secondary program providers to connect and assist students with applying for a wide range of options for post-secondary education (such as colleges, vocational programs, apprenticeships, certificate programs, etc.).
- Meet monthly, quarterly and annual outcome goals for students securing post-secondary program education to further their opportunities to increase their future financial security.
- Provide resources and guidance for securing scholarships and other forms of financial aid.
- Hold weekly drop-in "office hours" for students to get assistance with submitting applications, personal essay writing, applying for scholarships, 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, 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 South King County to meet with students.

GENERAL YOUTH PROGRAM STAFF RESPONSIBILITIES:

- Communicate and meet regularly with the Youth Program Supervisor, Coordinator 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.
- 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.
- Compile required documentation from students to support their eligibility.
- Complete other duties as assigned by the Youth Program Manager.

MINIMUM QUALIFICATIONS:

- Associate degree, or at least 2-years of post-secondary education experience.
- Bilingual in English and another language; preferable languages Farisi, Dari, Pashtu, and Ukrainian
- Ability to pass a Washington State and multi-state background check.
- Fluent 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, some evenings during the week and some weekends.
- Willingness to learn and do independent research to meet clients' needs.
- Valid driver's license and willingness to provide a copy of current driving record.
- Access to a reliable vehicle and current insurance for travel to different sites in south King County.
- Ability and willingness to drive ReWA 8-passenger vans on occasion.

QUALIFICATIONS OF IDEAL CANDIDATE:

- Bachelor's Degree in related field, and at least 1-years of post-secondary education experience.
- Prior case management experience or experience working with higher education providers.
- Familiarity with the Youth Program Quality Assessment (YPQA) or the Social-Emotional Learning Program Quality Assessment (SEL PQA).
- Current First Aid/CPR certification.

- Demonstrated commitment to supporting and empowering youth and families from diverse cultures and backgrounds.

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

FOR CONSIDERATION:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

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