



Title: Youth Program Coordinator

Status: Part-time, temporary (10-15 hours per week; typically 9:30am-12:30pm on Monday, Wednesday, and Thursday; 2 hours TBD on Friday. Occasional evening and weekend hours may be required.)

Period: End of June to beginning of September, 2022

Location: Manchester, NH

Salary: \$18-20/hour depending on skills and experience

About ORIS: The Organization for Refugee and Immigrant Success (ORIS) is an ethnic community-based nonprofit organization with the mission to aid in the resettlement of refugees and immigrants in New Hampshire by providing training, assistance, resources, and opportunities that promote self-sufficiency. The majority of ORIS's Board of Directors and staff are New Americans, representing eight countries and fluent in fifteen languages. ORIS's power lies in its cultural understanding, linguistic expertise, and first-hand knowledge of the immigrant experience. We offer a wide range of programs to support New Americans in our communities, including bridging case management, services for survivors of domestic violence, employment services, farmer training, food access, and youth enrichment.

Job Summary: The Youth Program Coordinator will join ORIS's Youth Development team, which engages new American youth in programming designed to build life-long skills and knowledge for their futures. This program is orchestrated in collaboration with Safari Youth Club. With one of its Youth Coordinators going on leave, ORIS is seeking candidates that can help coordinate and staff the summer program in cooperation with the Youth Program Manager. The Youth Program Coordinator will be responsible for supervising summer program participants, supporting their learning and development needs and interests, and providing homework help and literacy tutoring. The Youth Program Coordinator is expected to maintain and strengthen partnerships with families, schools, and community organizations.

Responsibilities:

- Collaboratively coordinate summer programming that is age-appropriate and fits the needs and goals of youth, and the program.
- Maintain and strengthen relationships with youth and families in Manchester's New American communities.
- Communicate consistently and positively with youth regarding their goals and the program.
- Provide mentoring and tutoring services to New American Youth in Manchester
- Consistently contribute positivity and fresh energy to engage the youth.
- Consistently and accurately maintain records of services provided, youth attendance at each week's sessions, progress toward goals, and other data as requested.
- Provide written reports on activities as needed for reporting on programmatic activity.
- Maintain and strengthen relationships with schools and other youth development organizations in the Manchester areas.
- Perform other duties and contribute to all-staff activities as assigned.

Required Qualifications:

- Experience working across multiple languages and cultures, particularly with refugees or immigrant populations with diverse cultural and socioeconomic backgrounds.
- 1-3 years of experience in the education and/or human services sector; direct experience with youth development programs preferred.
- Excellent written and verbal communication skills; able to communicate effectively and respectfully with youth and families with varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Ability to effectively and efficiently document and report on activities; excellent organizational skills and attention to detail.
- Ability to be self-directed, motivated and an independent problem solver.

- Availability to work a flexible schedule, including evenings and weekends, if necessary.
- Proficiency in a language spoken by ORIS's new American clients is required (e.g. Somali, Swahili, Lingala, Kinyarwanda, Kirundi, Maay Maay, Dinka).

Additional Requirements: Much of the work takes place in the community, including home visits with families. Strict adherence to CDC and New Hampshire Department of Health and Human Services guidelines around preventing the spread of COVID-19 is required.

How to Apply: Interested applicants should send a cover letter and resume to acunningham@refugeesuccess.org. Applications will be reviewed on a rolling basis. ORIS is an equal opportunity employer.