

Outreach Specialist (Contractor)

We are seeking to fill one part-time Outreach Specialist position. This position requires a one-year contract, involving approximately 20 hours of outreach per quarter (four total), centering on business workshops which will be held on select dates over the months of January to the end of November, 2015. The selected candidate would need to be available for an in-person first and second interview and to begin outreach activities in January, 2015.

We are a small non-profit agency located near the intersection of Rainier and Jackson in Seattle, just east of the International District, with this position stationed at the Burien Community Center. It is our mission to help refugees, asylees, and low-income individuals in HUD-designated areas to become self-sufficient in their everyday lives. We work only with adults, and the majority of our clients are from Somalia, Ethiopia, Eritrea, Afghanistan, Burma, and Iraq. Since most individuals speak English as a second language, our curriculum is tailored toward simple Business English. Knowledge of entrepreneurship, business-planning, and basic accounting is essential for this position.

Outreach activities will include: recruiting clients through canvassing, phone calls, contacting partnering agencies and employers, and working with case managers and business specialists to identify appropriate clientele. The Outreach Specialist is expected to retain enrolled clients by transporting them from enrollment sites to training sites, and to their homes and/or bus or light rail stations. Courses have an open enrollment, but only individuals qualifying on the basis of HUD-requirements may participate. Outreach Specialists may play the role of de-facto translator when helping to enroll a client, so working knowledge of one of the languages identified in the "Qualifications" section is essential. Classes contain a minimum of 7 and a maximum of 12 participants, however, it is expected that Outreach Specialists will recruit from a much larger pool of candidates.

Qualifications:

- The ability to commit to a part-time position.
- One year of experience in a non-profit or case management setting.
- Plenty of physical, emotional, and mental energy.
- Be responsible with routines: arrive on time, call in sick only when absolutely essential, etc.
- Our students may have spent several months and/or years without jobs, so it is important that teachers model an appropriate work ethic.
- A Washington State Driver's license and regular access to a working vehicle.
- AA or BA/BS highly preferred, but not required. Additional year of work experience and overseas equivalent degree substitutable.
- Fluency or native language ability in one of the following languages highly desirable: Amharic, Arabic, Tigrinya, Burmese, Dari, Pashto, Somali, Swahili, Spanish.

Pay: DOE. Paid as an independent contractor position.

To apply, please send an email to the address listed. In the body of your email, address the following:

1. Why you feel this position is right for you.
2. Whether or not you are able to seriously commit to a part-time job.
3. What non-profit or outreach experience you have.
4. What, if any, experience you have working with refugees.

Please include your resume with your response, either in the body of the email or attached as a separate document is fine.

Inquiries and resumes will be accepted until 11:59pm on Friday, December 19th, 2014. All candidates submitting resumes and inquiring emails that pique our interest will be contacted via a return email and scheduled for an in-person first interview. Candidates who are selected to move on will then be scheduled for a second in-person interview. The selected candidate must be available to begin teaching on March 7th, 2015 and additional dates throughout the year, ending on November 30th, 2015. These dates are not flexible and no telephone or Skype-style interviews will be given.