



## Salem For Refugees - School Enrollment Coordinator Role Description

**Job Title:** School Enrollment Coordinator

**Supervisor:** Community Mobilization Team Supervisor

**Role Purpose:** Foster ongoing relationships with new neighbor children, youth, and parents, as well as key PoC at Salem-Keizer Public Schools, HeadStart, Willamette University and other educational support programs in Salem in order to ensure new neighbor youth and children thrive in their educational setting.

**Time Commitment:** 30 hours per week with the option to work up to 40. (Temporary subcontract with Lutheran Community Services NW through September 30th, 2022 with annual grant renewal possible.)

**Role Requirements:** Strong English written and verbal communication skills, highly organized, established relationships within Salem-Keizer and surrounding areas, and comfortable in person and on the phone making new contacts.

**Bilingual Preferred:** Arabic, Swahili, French, Russian, Ukrainian, Pashto, Dari, or other language represented by New Neighbors in Salem.

### Role Duties:

1. Serve as the SFR main point of contact for NN family support in the area of education.
  - a. Support registering for school (HeadStart, SKPS), and getting connected to supplemental tutoring opportunities (Willamette University, volunteer tutors).
  - b. Develop NN family understanding of additional education opportunities in the community (i.e. summer school, afterschool programs, YMCA camp, etc.) and advocate with owners of those programs to strengthen promotion with NN families. Walk alongside NN families', nurturing their ability to interact directly with education partners in the community.
2. Serve as the main PoC for the ORCAS program. Duties include:
  - a. Maintain ongoing communication with ORCAS program manager relating to performance of program activities (attend monthly meetings, provide program updates when requested.)
  - b. Conduct program intake (needs assessment, info on program services, and parent-school orientation).
  - c. Disseminate information to school contacts on program activities and information on refugee cultures.
  - d. Monitor/track student progress through grade reports and other program-approved tools.
  - e. Maintain updated case notes and files of students.
  - f. Submit monthly program reports (and other reports as requested) in a timely manner.
  - g. Attend the program's monthly and other meetings as directed by the ORCAS program manager.
  - h. Maintain a high standard of professionalism with families, schools, program/community partners, staff, and general community.
  - i. Demonstrate sensitivity and competency in the delivery of client services as it relates to the cultural and socioeconomic characteristics of the populations the program serves.
  - j. Model and encourage direct, professional communication among staff members and facilitate

- development of a positive staff support network.
- k. Provide updates at program meetings when requested.
  - l. Attend training as directed by the ORCAS program manager.
  - m. Reachout to eligible refugee school age children (in the US 60 months or less) for extended participation in the program.
  - n. Maintain ongoing communication with the program manager regarding activities and decisions affecting programs.
3. Co-Lead the Education Resource Team by onboarding volunteers, assigning tasks and connecting volunteers to new neighbor families.
  4. In partnership with the Community Mobilization Team, maintain organizational level relationships with community partners, planning monthly Welcoming Our New Neighbor meetings, and speaking on behalf of the organization.

*This job description is not all-inclusive or an exhaustive statement of duties, responsibilities or requirements.*

**Interested parties should send cover letter and resume to Laurel Rightmer: [laurel@salemforrefugees.org](mailto:laurel@salemforrefugees.org)**