

Communities of Rooted Brilliance

Position: Mentoring and Outreach Coordinator

Program: CRB Youth Education Program

Reports To: Youth Program Manager

Time Commitment: Full Time positions (40 hours per week)

Compensation: \$40,000 - \$47,000 annual salary

Benefits: Medical, Dental, Vision, and Life Insurance. Paid Vacation and Sick Leave, monthly cell phone stipend, mileage stipend, professional development opportunities.

Location: Position primarily based in Kent. Travel throughout King County required. (Possibility of hybrid work from home and office days, due to the pandemic.)

Note:

CRB will require all staff and volunteers to be fully vaccinated and provide vaccination documentation for Covid-19 by October 18, 2021. New employees must meet this requirement before starting their positions. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm. All safety protocols must be followed while in CRB offices, work sites, community events, or clients' homes.

Background: Founded in 2009, the mission of Communities of Rooted Brilliance (CRB) (*formerly Coalition for Refugees from Burma*) is to promote the self-sufficiency of newcomer communities such as immigrants and refugees by helping them access educational opportunities and social support services. CRB provides educational opportunities that enable newcomers to be successful and thrive in their new surroundings. We are committed to building community capacity, working towards educational equity and increasing access to high quality education from birth to adulthood, for all refugee families living in south King County of Washington State.

Equity: Our overarching strategy for racial equity is to listen, learn, and partner with communities we serve. Equity is woven throughout our work from design, delivery of services, staff and volunteer experience and ongoing education in the following ways: 1) CRB was founded as an ethnic community-based organization, for and by individuals with the knowledge of language and cultural considerations of communities. 2) CRB staff has over 12 years of experience working directly with new communities, and they are trained on topics such as: structural racism and working with those who experienced trauma. Volunteers that work directly with families attend CRB's orientation to build mutual respect and understanding alongside the diverse communities we serve.

Scope of Work: To further expand CRB's Educational Programs, CRB is partnering with Green River and Highline College to provide mentoring support for secondary and post-secondary persistence to graduation. The Journey Mentor Program will provide weekly mentoring for youth, ages 16 to 24 who are disconnected from formal secondary or post-secondary education. Additionally, the Journey Program will provide monthly support meetings for all program participants to share challenges and successes, academic support strategies and other wrap-around educational services.

Brief Description: Reporting to CRB's Youth Program Manager, the **Mentoring and Outreach Coordinator** will plan, coordinate, and implement all of the Journey Mentor Program activities. Duties will include coordinating student mentoring schedules, providing one-on-one support to a small caseload of Journey Mentor Program

participants, coordinate partner organizations, organize monthly meeting agendas and assist the Youth Program Manager with regular assessments and reporting, and community outreach activities.

Responsibilities

Journey Mentor Program Coordination

- Plan and coordinate meetings, including check-ins with partners about student progress.
- Communicate with teachers, school district staff and other partners in the community in order to support youth academic achievement.
- Design lessons and supplemental activities, in a manner that actively engages students, to be used during weekly mentoring sessions, as well as monthly mentor and mentee meetings.
- Regularly track student progress and goal achievement.

Youth Program Outreach

- Create new and update existing outreach materials for the Journey and Youth HS and Reading Programs, including brochures and flyers, to advertise activities and engage target audiences.
- Maintain a system to keep students accountable for their participation in CRB Youth Programs.
- Attend outreach events and conduct outreach in the community to let school staff, potential clients and the public know about CRB's programs.
- Advertising for, screening, and recruiting volunteers, tracking their performance, and keeping records of their activities.
- Update social media pages to share major events and accomplishments with students, families, and community at large.
- Maintain contact with external partners.
- Creating activities to supplement and support staff needs.

Assessment & Reporting

- Create new and update existing assessment tools to measure student progress.
- Regularly submit updates to Youth Program Manager and communicate challenges as needed.
- Support Youth Program Manager with the completion of all monthly, quarterly and annual reports.

Qualifications

- *Education* –
 - Associate degree in education, social work, public administration or a related field required.
 - Bachelor's degree in education, social work, public administration or a related field desired.
- *Experience* –
 - Project coordination experience required.
 - Prior experience working with immigrant or refugee communities.
 - Project management experience desired.
 - Basic social media experience desired.
- *Knowledge, skills, and dispositions* –
 - Friendly and outgoing personality.
 - Comfort and interest in working with refugee youth from a variety of backgrounds, including those with limited English literacy skills.

- Enthusiastic about education and interested in refugee and immigrant issues.
- Strong verbal and cross-cultural communication skills preferred.
- Exceptional organizational skills with the ability to multi-task and pay attention to details.
- Demonstrated ability to collaborate on a team.
- Exhibited ability to work effectively on projects with goals and deadlines.
- Must be responsible and accountable.
- Ability to speak languages such as Farsi/Dari, Arabic, Somali, Oromo or Burmese strongly desired.
- Must have some evening and weekend availability.
- Must have reliable transportation.

Application Process: Please send a resume and cover letter to Youth Program Manager, mutnedek@rootedbrilliance.org. Applicants must pass a background check.