



POSITION AVAILABLE

Citizenship ESL Volunteer Coordinator- Portland Office

Lutheran Community Services Northwest is a nonprofit human services agency serving communities throughout Washington, Oregon and Idaho. Our caring staff provides a wide variety of services to adults, adolescents, children, families, schools, businesses, congregations, neighborhoods and communities. Some of those services are: Reception & Placement for Refugees and Immigrants, Multicultural Counseling, Immigration Counseling and Advocacy, and School Assistance for Refugee Newcomers.

The Portland office currently has an opening for a part time (20hrs) Citizenship ESL Volunteer Coordinator who will be responsible for the successful recruitment, training and support of up to 10-15 volunteers who tutor ESL for Citizenship in-home with diverse refugee and immigrant families. The coordinator handles volunteer recruitment, enrollment, training, on-going support and continuous review and administrative management of volunteer and client documentation, reports, and service hours. As part of the Citizenship ESL program team, the Volunteer Coordinator also engages in direct community outreach to enroll clients (ESL for Citizenship students) from culturally and linguistically diverse communities primarily: African, Asian, Middle Eastern, Eastern European and Latin American.

The qualifications for this position are:

- Possess excellent writing and communication skills in a multicultural work environment.
- Knowledge of diverse refugee/immigrant communities and language challenges they face.
- Must have good "people" and networking and leadership skills.
- Knowledge and multi cultural professional experience working in community-based services, and in serving regional refugee and immigrant communities.
- Knowledge of English Language Learners and ESL assessment skills.
- Knowledge of Citizenship ESL instruction for at low ESL level learners.
- Knowledge of the US naturalization process and US citizenship.
- Must be able to complete project tasks and achieve goals according to set time-line/ production schedule.
- Possess the ability to work independently and under pressure.
- Must have demonstrated ability in organizational and prioritization skills.
- BA or MA in cultural or social sciences and/or social work preferred.

This is a part-time position at 20hrs per week. The pay rate is somewhere between \$13-\$14 per hour depending on experience. In order to be considered for this position a **resume, cover letter, completed LCSNW job application** (can be found on our website at www.lcsnw.org under the employment section) and **answers to the questions** below have to be submitted. You can either email the materials to hrpdx@lcsnw.org or mail them to Human Resources 605 SE Cesar E Chavez Blvd. Portland, OR 97214, attn Lidiya Smityukh.

Supplemental Questions:

- 1) Describe your background working in multicultural communities and how you addressed challenges of cross-cultural communication.
- 2) Describe your background and/or interest in ESL instruction as it applies to preparing adult students for US citizenship.
- 3) How would use your leadership skills to inspire and retain volunteers?
- 4) Describe strategies you would use to network in diverse refugee and immigrant communities to enroll ESL for Citizenship students living in the Portland Metro area.