



ReEstablish Richmond

*Connecting refugees and new immigrants to the resources they need to establish roots, build community, and become self-sufficient."*

<b>POSITION TITLE: Director of Newcomer Education</b>	
<b>Type of Service:</b> Indirect/direct Both- Direct and indirect	<b>Program:</b> Client Engagement-Newcomer Education
<p><b>Connection to Mission:</b> ReEstablish Richmond believes that the long journey of resettlement begins when refugees arrive in their new country and continues until they are fully integrated in the community. When refugee and immigrant newcomers are connected to life-building tools and resources, their integration into the community is a positive and empowering experience.</p>	
<p><b>Location of Job:</b> Our office is located at 2705 Park Ave, Richmond, VA 23230. This role has a hybrid working environment. Staff are expected to work in the office, in the community, with our community partners, and from home when needed.</p>	<p><b>Time Commitment:</b> 20 hours a week; must be available for occasional events on nights and weekends.</p> <p><b>Benefits:</b> Flexible work schedule, PTO</p> <p><b>Salary:</b> Range starting at \$25.00/hr</p>
<p><b>Position Description:</b></p> <p>Newcomer Education centers around in-person, group services that offer skill-development, education, and community building opportunities. Programming is designed around expressed needs and is facilitated through intentional collaboration with <a href="#">community partners</a>. The Newcomer Education team works to remove barriers to access often faced by clients, such as lack of transportation, language access, or childcare.</p> <p>Reporting to the Executive Director, this role will work closely with the director level team to help set the vision and scope for the Newcomer Education. Director level positions work alongside the other program directors, leading the organization through planning and quality delivery of services.</p> <p><b>Responsibilities and Expectations:</b></p> <p><b>Vision + Strategy</b></p> <ul style="list-style-type: none"> <li>• Work with Director of Client Engagement to set scope of educational programming based on client demand.</li> <li>• Develop trimester schedule of classes.</li> <li>• Develop and track SMART goals for program.</li> <li>• Assist in the development of program budget.</li> </ul>	



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- Track outcomes of programs and adjust as necessary.

### **Supervision**

- Supervise program coordinators that are the front-line communicators with clients.
- Manage program volunteers.
- Manage interns.
- Manage/develop program processes.
- Supervise and manage van driver and van maintenance.
- Supervise and manage childcare contractors.

### **Partnership management**

- Maintain positive working relationships with current partners.
- Seek new partners for collaboration in new services areas that are in demand by our clients.
- Create and manage Memorandums of Understandings with community partners.

### **Program Support**

- Work with volunteer coordinator to recruit program volunteers.
- Develop and deliver trainings and resource guides for program volunteers.
- Oversee registration of clients at the beginning of classes.
- Manage and supervise monthly data collection.
- Schedule van drivers and childcare contractors.

### **Special Projects + Initiatives**

- Resource mapping/research into existing programs and services in the community.

### **Qualifications:**

- Exceptional relationship-building and interpersonal communication (written, verbal, and active listening) skills.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Initiative, resourcefulness, and an ability to inspire others and work collaboratively with staff and volunteers.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution.
- Ability to meet deadlines and follow projects through to completion.
- Experience with diversity, inclusion, and equity engagement initiatives for internal and external audiences.



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- Comfort working alongside team members and clients from diverse cultures, languages, religions, experiences, etc.
- A firm understanding of the refugee displacement and resettlement processes
- Shared commitment to our mission, vision, and our values of welcome, equity + justice, empowerment + self-determination, community, respect for human dignity + worth, authenticity, collaboration, integrity, and flexibility.  
<https://www.reestablishrichmond.org/our-values>
- Flexibility and commitment to life-long learning.
- Driver's license, clean driving record, and a reliable vehicle.
- Occasional weeknight and weekend availability.

### **Education and Work Experience:**

- Bachelor's degree (or relevant experience).
- Background in education or social work preferred.
- Experience working with refugee and/or immigrant populations strongly preferred.

**How to Apply:** Submit resume/cover letter to [kate@reestablishrichmond.org](mailto:kate@reestablishrichmond.org)

**Website:** [www.reestablishrichmond.org](http://www.reestablishrichmond.org)