Job Description

Title: Bilingual Healthy Relationships Program Coordinator
Reports to: Executive Director
Time: Full-time – 32 hours/week; hourly
Schedule: M-Th 9:30-5:30 (somewhat flexible depending on daily activity schedule), on rare occasions an evening or a Saturday
Hourly: $27.29/hour @ 1.0 FTE = $45,423 annually
Benefits: 3 weeks vacation, sick leave, 12 personal holidays and 11% of gross towards medical/dental insurance (individual policy selected by employee)
Deadline: Interviews will begin January 10th. Position will remain open until filled.
Apply: Send a cover letter and resume to employment@womenofwise.org

WISE seeks a self-motivated, highly energetic and organized Bilingual Healthy Relationships Program Coordinator to implement a sexual violence prevention program within immigrant/refugee middle school and high school female-identified students. At this time the program operates at two sites: Washington Technology Magnet School, Oromo Community of Minnesota, Sejong Academy, and Humboldt Secondary School, all located in St. Paul.

Training on sexual assault advocacy will be provided to the new hire.

Essential Tasks
- Recruit, train and supervise interns, mentors and volunteers to assist in program activities
- Develop strong working relationships with administrative staff at Washington Technology Magenet School administration and Oromo Community of MN
- Facilitate student listening circles to ascertain the types and scope of sexual violence the girls are seeing/experiencing in their school and community
- Create/conduct/analyze student surveys
- Conduct sexual assault prevention and active bystander intervention workshops with immigrant and refugee girls grads 6-12
- Coordinate logistics with identified community artists to implement activities and complete deliverables per the MN Department of Health grant contract
- Work with Executive Director to create program activities and workshops
- Effectively coordinate logistics for program activities
- Record information and prepare quarterly narrative reports on all activities per funder requirements, and gather data and observations for utilization in program evaluation activities
- Prepare monthly program board report using WISE report template
- Input data into WISE database
- Attend program-related meetings with partners and/or other community-based organizations
• Maintain accurate records of participants: demographics, attendance, etc.
• Maintain accurate records of interns/mentors: Hours worked, location of services rendered, supervision meetings, etc.
• Purchase and transport snacks/refreshments and program supplies for program activities
• Provide ongoing coaching and constructive feedback to mentors
• Attend weekly staff meetings
• Attend quarterly staff retreats
• Attend annual board-staff retreat
• Attend annual meeting for Violence Free Minnesota
• Attend MN Department of Health - Sexual Violence Network meetings
• Other duties as assigned by the Executive Director

**Time Distribution**
60% of time providing direct services to GGAL participants
30% of time coordinating logistics with artists and trainers, inputting data, program-related meetings, travelling between sites, meeting with school personnel to evaluate impact of program activities on school environment related to sexual violence
15% of time recruiting and supervising mentors/interns/volunteers
5% of time attending staff meetings, purchasing snacks and program supplies

**Minimum Qualifications**
• Self-motivated, able to work independently without daily supervision from Executive Director—strong organizational and time management skills a must;
• Understanding of social justice issues affecting immigrant and refugee communities;
• Experience with and/or understanding of the application of technology and social media
• Ability to present oneself in a highly professional manner and be an ambassador of the organization;
• Commitment to positive youth development;
• Functions equally well as a member of a team and independently
• Proficient in Microsoft applications: Word, Excel, PowerPoint
• Strong written and verbal communication skills;
• Must have own transportation, valid drivers license and proof of insurance – This is an absolute need due to traveling to and from the multiple sites each day, meeting with community stakeholders, and hosting workshops throughout the Twin Cities
• Must be fluent in English, reading, writing and speaking
• Must be fluent in speaking a non-English language. A plus if fluent in Karen, Kayah/Karenni, Somali, Oromo, Thai, Nepali, Arabic, Pashto, Dari, Urdu or Amharic.

**Qualifications considered a plus but not required**
• At least one year of post-secondary education, preferably in a related field, i.e. human services, women’s studies, education, youth leadership, social work, cultural studies, family social science, human rights, community education, etc.
• Experience providing sexual assault/domestic violence advocacy services;
• Experience working directly with immigrant and/or refugee families in the areas of social services, advocacy, education or youth development;
• Skilled in building relationships with immigrant/refugee female-identified students who may also be experiencing challenges in adjusting to a new culture and social norms, and/or who may have
experienced trauma as a result of their journey to MN, with the ability to both challenge and support them with an assets-based approach

- Experience working collaboratively with community organizations, schools, and youth;
- Experience and competencies in working in a multicultural immigrant/refugee environment

**Physical Requirements**

- Ability to lift 30 lbs. in transporting program supplies and snacks
- Requires reaching, standing, stooping, and walking in outdoor and indoor settings, including workshop sessions and home visits
- Approximately 50% of the time is sedentary while working on a computer
- Unimpaired hearing to effectively interact with English language learners who may have strong foreign accents in English
- Vision sufficient to operate transportation, observe participants in workshops and ensure their safety
- Physical energy to keep up with youth and meeting with other community-based agencies and school personnel, and hosting workshops

*Individuals from immigrant or refugee communities strongly encouraged to apply.*