Job Announcement

Position title: Cultural Orientation Coordinator  
Reports to: Refugee Programs Director  
Classification: Full-time, non-exempt  
Supervises others: No  
Salary: $19.85 - $26.46 per hour  

About us: Opening Doors, Inc., supports immigrants, refugees, survivors of trafficking, and others on their path towards stability, self-sufficiency and belonging. Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs, and Economic Prosperity Programs.

Ideal candidate: The ideal candidate enjoys teaching, public speaking, and developing curriculum and has strong organizational and project management skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors’ mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Oversee the development, implementation and revision of all cultural orientation curriculum, as well as the development of other related materials such as training materials, handouts and posters.
- Ensure compliance with the terms of the grant funders cooperative agreements as it relates to the development and delivery of cultural orientation trainings to clients.
- Develop, design and implement standard operating procedures for the cultural orientation program.
- Coordinate scheduling of cultural orientation trainings, including enrollment, attendance tracking and other related grant reporting documentation.
- Work with Community Engagement Manager to recruit volunteers to address client transportation and translation needs.
• Effectively monitor and evaluate the efficiency and quality of the cultural orientation program.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

**Required qualifications:** The requirements listed below are representative of the knowledge, skills and/or abilities required.

• Experience in developing curriculum and providing trainings to groups of people.
• Ability to adapt curriculum to meet the needs of different learning styles.
• Strong communication skills both verbally and in writing.
• Basic understanding of operating technology commonly used in training settings.
• Effective communication skills in one or more of the following languages: Arabic, Farsi/Dari, Pashto, or Russian.

**Preferred qualifications:** The requirements listed below are not required but are desired.

• Experience in evaluating course curricula for quality and effectiveness

**Physical requirements and work environment:** The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Cultural Orientation Coordinator position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

**How to apply:** Candidates should email a resume and cover letter to humanresources@openingdoorsinc.org. Include “Cultural Orientation Coordinator – [Your name]” in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.
Opening Doors participates in E-Verify.