

Immigrant & Refugee Women's Program (IRWP)

IRWP's mission is to empower foreign-born adults by providing individualized, in-home English language education and tools for effective navigation of the community. Our vision is a diverse and inclusive community where all immigrants are empowered through language.

Core Values

- **Growth:** We celebrate the strength and resilience of our community members and provide opportunities to question, learn, develop skills, and build confidence as they work towards their personal goals.
- **Connection:** We dismantle societal barriers through personal relationships. We are dedicated to building mutually beneficial partnerships with like-minded organizations and individuals.
- **Equity:** We foster conditions for equity by increasing the agency of English language learners.
- **Community:** Everyone benefits from uniting those who are well-established in the community with those who are longing to more fully participate.

Job Title: Program Coordinator

Full-Time: 40 hours per week

Compensation: \$15 per hour

Job Summary: Position will serve as a coordinator in the program department. Responsibilities include working and communicating with volunteers and students in the program, coordinating student and teacher matches, training volunteers, data entry and event support. Responsibilities will be coordinated with the Program Manager and Executive Director.

Primary Duties:

- Student & volunteer management, training, and support
- In-home student interviews and assessments
- Recruitment of volunteers
- Update and maintain volunteer and student tracking database
- Data analysis of program assessments and measurable outcomes
- Assist in addressing individual student needs and connecting to other resources
- Support volunteer recognition and student events
- Support of annual organization events, Toast to IRWP (Spring) and Trivia (Fall).
- Other duties as assigned

Qualifications:

- Must have a college degree or 4 years of applicable experience
- Strong interpersonal skills with an emphasis on phone calling and working with diverse cultural backgrounds
- Strong organizational ability
- Task-oriented with ability to switch focus as needed
- Commitment to organizational values
- Some evenings and weekends required
- Driver's License and reliable transportation is required
- Proficiency in Google Documents, Microsoft Office Word and Excel
- ESL background preferred, but not required
- Second language, helpful but not required

Please send cover letter and resume to:

jobs@irwpstl.org

No phone calls will be accepted.