



# kandelia

## **Bilingual (Vietnamese) Jobs Youth Program Coordinator**

*Kandelia's mission is to address systemic inequities so immigrant and refugee families and communities can thrive without having to compromise values, heritage or ethnicity.*

For over 15 years, Kandelia has worked in partnership with Seattle World School (SWS) to provide high quality youth enrichment programs to all students and families enrolled in the school. SWS is the only public school in King County designed as a preliminary entry point for refugee and immigrant children of middle and high school age: 100% of students have immigrant or refugee status and 97% identify as a student of color. Our Youth Enrichment Programs offer a model that bridges in-school and out-of-school learning time across multiple school and community partners.

Our Youth Enrichment Program has a proven track record - to date, more than 80% of students have increased their English and math scores by the equivalent of one or more grade levels each year as measured by standardized tests. Active Kandelia students have consistently increased their school-day attendance rates compared to their peers. In 2014, an independent evaluator found that students who participated in our programs consistently scored higher (an average of half a grade level) on math and English standardized tests compared to their peers.

### **Position Overview**

**Annual salary range: \$44,000 - \$46,500**

Full-time employees are eligible for health insurance, PTO, Sick Days, and Holidays.

***Note: This role requires candidates who are bilingual and fluent in English and Vietnamese. Funding is grant-dependent and currently guaranteed only through December 2020, with good chance of funding through June 2021. This role has no commitment beyond June 2021.***

**Location:**

Remote until January 2021. After January 2021 (if state laws permit), primarily at Seattle World School once possible under school and district Covid-19 guidelines, with some regular meetings at the Kandelia office in Columbia City.

### **Hours:**

8-hour days Monday through Friday for a 40-hour workweek with the occasional Saturday for joint-family sufficiency class (when in-person)

Kandelia seeks a mission-driven and service-oriented candidate with a demonstrated passion for creating opportunities for engagement, opportunity, equity, and justice in education to join our team. The Full-Time Jobs Bilingual (Vietnamese) Youth Program Coordinator will assist us in achieving our mission of reducing institutional barriers preventing success and put refugee and immigrant youth and families on a path toward job readiness and self-sufficiency.

The Bilingual (Vietnamese) Jobs Program Youth Coordinator will work closely with the Bilingual (Vietnamese) Jobs Family Coordinator to facilitate and case manage a job readiness training class cohort, coordinate with possible contractors and work study students, and report to the Senior Program Manager.

## **Core Responsibilities**

### ***Planning/Delivering Job Readiness Content: (50% of role)***

*Provide a high quality, culturally appropriate job readiness training program for immigrant/refugee English language learner (ELL) youth and their families based on a program model that is developed in partnership with HSD*

- Plan, create, and facilitate/ lead 33 hours of bilingual/bicultural Vietnamese-English job readiness training and 16 hours of joint family self-sufficiency classes.
- Partner with the City of Seattle Human Services Department (HSD) to adapt and implement curriculum and lessons for the job readiness-training program.
- Provide at least 55 hours of a mock employment experience through a community supporting group work project.

### ***Case Management: (40% of role)***

*Support participants, via case management, in developing their job readiness skills, making academic progress, increasing their understanding of career and post-secondary options, and building skills needed to be self-sufficient and successful in school and work.*

- Meet/communicate with youth, assess, document and track youth progress towards established S.M.A.R.T goals (e.g., academic achievement, career, post-secondary education, etc.), and the barriers to achieving those goals, at least once a month throughout the youth's enrollment in the program.

- Complete and maintain of individualized intake and on-going objective assessment, which reviews the youth's work, academic history, life skills, goals, aptitudes, motivators and barriers to employment and educational success.
- Support youth to identify career related goals/interests and post-secondary plans
- Provide referral services for youth and families as necessary
- Maintain up to date case files for each youth

### ***Program Coordination/Reporting: (10% of role)***

- Collect and provide student and program data to Senior Program Manager for reporting purposes and to ensure goals and outcomes are being achieved.
- Work with employers to coordinator internship opportunities for students to complete at least 60 hours of internship.
- Plan and schedule class dates, time, and locations for the job readiness training, family self-sufficiency course (all of which will be remote through the end of 2020 until further notice).
- Ensure youth receive stipends according to their participation in the program.

## **Qualifications**

- Bilingual fluency in Vietnamese is required and non-negotiable. Bilingual fluency in Spanish, Maya Quiche, Chinese, Arabic, Tigrinya, Russian or Ukrainian is a plus.
- Professional experience in schools or in youth development programs is expected.
- Demonstrated ability to work with teachers, students, volunteers, and partners
- Demonstrated ability to generate and deliver engaging curriculum for students
- Demonstrated ability to work with diverse populations and diverse learners, especially ELL students and immigrant and refugee students
- Experience with online learning and virtual programming
- Must have ability to prioritize multiple assignments; work independently and collaboratively; communicate about challenges; plan; and most importantly, follow through
- Highly proficient computer skills in Zoom, Google Suite (Gmail, calendar, forms and Drive) and Microsoft Suite (Word, Excel, PowerPoint and their Google Docs equivalents).
- Experience planning, tracking, and delivering program content
- Experience in urban education is a plus, whether as a professional or as a student
  - Previous experience in Seattle Public Schools preferred

## **Other Requirements**

- Legal clearance to work with minors and within the school is non-negotiable and you must pass a background check and any other tests required by Seattle Public Schools or government partners.
- Strong ethics, maturity, and appropriate boundaries for adult interactions with minors, including compliance with all Seattle Public Schools HR and reporting requirements
- Must be available to work flexibly, including weekends and some evenings
- Physical demands include working at the computer but also loading and transporting supplies (boxes up to 50 pounds, paper, printers, supplies, technology, t-shirts, food, etc.)

## Characteristics

- Strong connection to the Kandelia mission
- Empathy, humility, flexibility and willingness to serve and lead
- Ability to prioritize multiple events and goals at once – highly organized approach to planning and reporting
- Positive, solution-oriented approach in a team working toward common goals
- Cultural competency learned from experience with diverse needs, challenges and communication styles
- Strong interpersonal, verbal and written communication skills
- Strong work and financial ethics
- Kindness, discretion, and patience in helping students and families with barriers and life challenges that require sensitivity, care and understanding
- Must have the utmost integrity and an ability to process, protect and exercise discretion in handling confidential information and materials
- Professional and ethical commitment to student protection and student privacy

## Hiring Process

To apply, submit a cover letter and resume to [hr@kandelia.org](mailto:hr@kandelia.org).

The position will begin as soon as October 2020, pending candidate's availability. Qualified candidates must be available for up to 2 interviews, likely in consecutive weeks, through Zoom.

Kandelia is an equal opportunity employer.