



Refugee Resettlement Office

Resettlement Capacity Building Developer

PURPOSE OF POSITION:

We are seeking to fill one temporary position for a Resettlement Capacity Developer. Our funding for this position is through September 2022, but there is potential for the employee to continue on in a similar position. This position is for 40 hours per week. The hours are mostly normal business hours but may include occasional evening and weekend hours when needed.

We are a small non-profit agency in Auburn. It is our mission to help refugees and asylees become self-sufficient in their new lives. We work with adults and families who have been granted refugee or asylee status. The majority of our clients are from Somalia, Ethiopia, Eritrea, Ukraine, Russia, Bhutan, Burma, Congo, Iraq, and Afghanistan. The Capacity Building Coordinator will increase capacity for direct program services by outreaching to new organizations and developing networks to better assist our PC clients.

RESPONSIBILITIES:

- Develop and manage program capacity building strategies that include plans and activities for expanding and fostering community partnerships to assist in serving refugee populations, and enhancing client recruitment efforts
- Develop and disseminate resettlement program informational materials and brochures to prospective clients and service providers including community and ethnic based organizations
- Provide in-person and virtual group/one-on-one educational sessions for local community stakeholders to increase the current and build new program capacity to better meet and serve the needs of resettlement clients
- Provide ongoing and establish new communication channels with external service providers to build new partnerships
- Lead program capacity building needs-assessment efforts, data collection and evaluation, analysis of outcomes, and ongoing follow-up program enhancement activities
- Utilize online resource-sharing platforms for ongoing awareness of trainings, technical assistance and local resource availability
- Coordinate with appropriate organizational and team members in all aspects of program planning, and implementation for all capacity building activities
- Communicate regularly with the funder regarding program progress and other matters and produce program reports when requested

- Research housing options for clients and continue current partnerships
- Other duties as assigned.

QUALIFICATIONS REQUIREMENTS:

- Bachelor’s degree in a related field desired
- Experience in refugee resettlement and integration programs desired
- Experience in implementing technical and organizational capacity building programs in non-profit organizations
- Substantial demonstrated desire for coalition building, and experience in building the capacity of non-governmental entities to educate and mobilize local community in support of vulnerable refugee populations
- Experience in outreach, including fostering, growing, and maintaining sustainable partnerships with a variety of community stakeholders
- Ability to work closely with clergy, lay leaders, volunteers, and employers who have varied cultural, linguistic and educational backgrounds
- Proficiency with activities, methods, and technology in capacity building field
- Demonstrate willingness to work on a team, flexibility, adaptability, and the ability to perform and collaborate in fast-paced working environments
- Strong research and analysis, planning, community organizing, interpersonal and cross-cultural communication skills required
- Strong organizational and record-keeping skills
- Strong writing and verbal presentation skills required
- Advanced fluency in Microsoft Word, Excel, PowerPoint, and virtual meeting applications

We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

BENEFITS:

- Pay is \$20/hour for 40 hours per week.
- Benefits include medical, dental, 403(b) retirement plan, paid vacation and sick leave as described in Diocese of Olympia Employee Handbook.

To apply, please submit your resume, cover letter and 2 references to jessie@roseattle.org. All candidates submitting resumes and inquiring emails that pique our interest will be contacted via a return email and scheduled for a Zoom first interview. Candidates who are selected to move on will then be scheduled for a second in-person interview.