

**Job Opening at  
Refugee Family Services**  
Resumes accepted through 1-31-08

**Job Title:** School Liaison Coordinator (of multi lingual staff).  
**Schedule:** Full time salaried position. Some evenings and weekends required.  
**Supervisor:** Youth & School Services Program Manager

**Job summary**

Responsible for supervision, development, and implementation of all aspects of the School Liaison Program and its multilingual staff. During the summer, may assist with RFS Summer Camp staff and report to Youth Program Coordinator.

**Skills/Competencies/Education/Experience**

**Required**

- Solid and pro-active management and leadership skills.
- Good written and verbal communication as well as public speaking and presentation skills.
- Proficient in word processing, Power Point, Internet, Database, and spreadsheet operations.
- Sensitivity to all cultural backgrounds, religions, and nationalities.
- Submit to criminal background check.
- Minimum 2 years experience working with refugee and/or immigrant families.
- Valid Georgia Driver's License and insure vehicle.

**Preferred**

- Knowledge of the Georgia public school system.
- Experience working with youth and managing programs with multiple staff.
- Fluency in English and a second language (Bosnian, Farsi, Russian, Karen, Somali, Kurdish/Arabic, or Vietnamese.)
- Bachelor's degree.

**Major Job Responsibilities**

- Supervise nine multilingual staff and daily operations of the program.
- Be accountable for budget and program outcomes to grantors and maintain up-to-date program files.
- Provide or coordinate training to bilingual staff in the areas of workshop preparation and implementation, computer skill development, and orientation to the U.S. system of education and other staff development training.
- Confer and collaborate with Women's Support and Youth & School Services Program managers to better serve the refugee families.
- Identify and cultivate relationships with other refugee service agencies and key school system personnel.
- Perform assigned task duties for the RFS Summer Camp.

Salary range: \$26,000 - \$28,000

Travel required: 5% of the time

No calls please; submit cover letter and resume to [receptionist@refugeefamilyservices.org](mailto:receptionist@refugeefamilyservices.org)

Only candidates whose skills and experience most closely meet the requirements of the position will be contacted for interviews within 5 working days.

Thank you for your interest.

**Refugee Family Services is an Equal Opportunity Employer**

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