



# Education Specialist

## **Position Logistics:**

Location: Boise, Idaho IRC location [7291 W Franklin Rd, Boise, ID 83709](https://www.rescue.org/volunteer-opportunities/boise-id)

Start Date: June 2020

Time Commitment: Minimum of 15 hours/week for one academic semester

This position reports to: Youth Success Specialist

Where to apply: <https://www.rescue.org/volunteer-opportunities/boise-id>

## **Please submit a resume and cover letter.**

**Important Note:** This is an unpaid internship.

## **Background:**

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community.

**Scope of work:** The Youth Program at the IRC Boise provides refugee youth with a variety of services: initial school enrollment, school orientation services, extended case management, swim education for youth ages 4-18, and community program referrals.

**Project Description:** The Education Specialist (ES) is primarily responsible for facilitating orientation workshops for newly arrived parents and school-aged youth about the US education system, educational policies and procedures, and parent/student roles and responsibilities. The ES will also be responsible for developing culturally appropriate curricula and materials for a wide array of participants, including individuals who are preliterate and English language learners.

**Essential Position Functions:**

- Facilitate school orientation workshops for newly arrived youth who are school-aged
- Facilitate adult education workshops on a variety of issues related to US school orientation, American parenting practices, and parental engagement in school
- Research and develop culturally appropriate curricula and materials targeted towards English language learners and individuals who are preliterate
- Manage necessary administrative duties such as data collection and case noting

**Requirements:**

- Must be willing to commit to one academic semester (Jan/February- May/June)
- At least available Tuesday mornings from 9:30-10:30, other times during the week are flexible
- Must be highly organized, self-driven, and able to problem solve
- Prior experience in a leadership, facilitation, or educator role

**Preferred:**

- Owns a vehicle; willing to use personal vehicle to transport clients, donations, etc.
- Proficiency in Swahili, Kinyarwanda, or French is helpful but not required
- Experience working in a cross-cultural setting

**IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.**