IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Instructor - Middle School
WAGE: $17,000 - $18,000
LOCATION: IRCO AFC and various schools in Portland
APPLY AT: www.irco.org
STATUS: Part-time with benefits
PROGRAM(S): INSPIRE, IRCO Youth
OPENING DATE: February 26, 2020
CLOSING DATE: Open until filled
LANGUAGE: Bilingual in English and other language commonly spoken by program participants
OTHER: Works with youth under 18
DRIVING: Required

GENERAL POSITION SUMMARY:
The Instructor works under the supervision of the INSPIRE Coordinator to develop, modify and implement curriculum related to academics, health and wellness/wellbeing and social and emotional learning for elementary and middle school students enrolled in the INSPIRE program. The Instructor works closely with a team of advocates to co-create lessons and activities that are culturally relevant and meaningful to youth participants in the program. Additionally, Instructor is available for hands-on supports for groups at the middle school levels at least 3x per week, as well as other program activities such as fieldtrips and out-of-school conferences and summer programs. Other program supports such as parent engagement, in-home tutoring curricula, and school staff professional development activities may be required.

ESSENTIAL FUNCTIONS:
• Co-Develop, modify and train advocate teams in culturally specific and responsive academic, wellness and social and emotional lesson plans and activities in alignment with IRCO and Youth Department vision, with a specific focus on middle school aged youth
• Work with leadership and research and evaluation team to develop program assessment materials
• Support afterschool youth and family group activities through INSPIRE programming. Substitute for advocates when needed
• Explore and plan for outside training and resources, especially as it relates to academics, wellness/wellbeing for INSPIRE team
• Work closely with INSPIRE Coordinator and AFC Youth Programs Supervisor to ensure INSPIRE curriculum aligns with program goals and objectives
• Collaborate with program coordinator to build culturally relevant curriculum to address identified academic gaps
• Participate in staff meetings, training, committees, and volunteer activities to support IRCO’s goals
• Keep accurate and timely attendance records of students
• Keep track and input program data

SECONDARY FUNCTIONS:
• Must have knowledge of best practices when working with middle-school aged youth
• Prior experience supervising a group of middle-school aged youth, including knowledge of student behavior management
• Ability to maintain a high level of confidentiality
• Cultural competence that enables effective interaction, support and partnership with students and others from the different cultural groups found at Madison High School
• Must be punctual, maintain a good attendance record, and to behave as a role model for youth
• Must be able to complete an online Child Abuse and Sexual Misconduct Prevention training
• Maintain a high level of confidentiality
• Bilingual in English and other language commonly spoken by program participants
• Communicate in a positive manner verbally, in writing, and by telephone to individuals and groups
• Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of the organization
• Listen for understanding and assist in problem solving, and prepare clear, accurate concise reports
• Must be punctual, maintain a good attendance record, and be able to work flexible hours to meet the availability of clients and customers
• Ability to use basic office equipment, telephone, copy machine, fax machine, and personal computer
• Ability to sit, stand, walk, drive, talk on the phone and/or use computer terminal for long periods. Also, work in a variety of temperatures and weather conditions
• Must possess a valid driver’s license and verification of current auto-insurance, and have full use of automobile during work hours

JOB SPECIFIC QUALIFICATIONS:
Any combination of education and experience that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:
• B.A./B.S. or higher degree in education, social work, international studies, or related field or equivalent experience
• Experience tutoring and/or instructing children or youth
• Experience working with populations whose native language is not English, students and staff from diverse backgrounds
• Experience managing student behavior
• Experience utilizing, developing and implementing ELD and math curriculum for youth and adults
• Knowledge of the strengths and concerns of youth in immigrant and refugee communities
• Experience working in a multicultural environment and with multicultural youth and families
• Must be able to pass to a criminal background and fingerprint check

**KNOWLEDGE:**
*Education:* Bachelor’s Degree (4)
*Experience:* 1-2 years of experience is required (3)

**Licensure, Certification:**
*Additional Language Required:* other language commonly spoken by program participants
*Computers:* All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

**SKILLS:**
*Communication:* Some interaction with those inside and outside the organization to exchange factual information (3)
*Creativity:* Regular need for redesign of a single focus process or procedure is needed (3)

**EFFORT:**
*Mental:* There is minimal variation in tasks. The job holder is free to determine in which order tasks are completed, however cannot choose to not complete a task (2)
*Physical:* Position requires little physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks (1)

**RESPONSIBILITY:**
*Impact and Influence:* Minimal need or ability to analyze problem or concepts or make decisions on the information. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. (2)
Work Independence:
Encouraged to suggest ways for handling these, but are not granted the latitude to take final action. (2)

Planning:
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)

Supervision:
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

WORKING CONDITIONS:
Environment:
This level has a work environment that is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues, temperature change (2)

Schedule:
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER