IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

**POSITION:** Science Tutor / Math Tutor UB

**WAGE:** $14-$16 per hour, depending on experience

**LOCATION:** David Douglas High School - 1001 SE 135th Ave, Portland, OR

**APPLY AT:** www.irco.org

**STATUS:** Part-Time/ Casual

**SCHEDULE:** Must commit to at least 2 days weekly, Monday thru Thursday from 2:20p-4:40p

**PROGRAM(S):** IRCO Upward Bound

**OPENING DATE:** December 20, 2019

**CLOSING DATE:** Open until filled

Consider Applying! ...if you...

- are skilled and experienced in tutoring and/or working with youth or enjoy youth and are willing and able to learn quickly

- are skilled at high school math, science and other subjects and conveying/helping with related concepts and skills

- are friendly and personable with the willingness and ability to share your knowledge and stories about your college and/or post-college experience

- are patient and interested in guiding diverse youth through their high school academic journey towards college

- believe in all students’ potential to succeed in high school and graduate from college regardless of their background

- are looking for rewarding part time work interacting with awesome youth afterschool 2:40-4:40pm

- enjoy tutoring, helping and mentoring high school youth who are striving to be the first in their family to go to and graduate from college

- representative of the diversity of SE Portland – our students’ families are from Somalia, Mexico, Vietnam, China, Burma, Nepal, the Ukraine, the African American community and more

- potentially struggling with math, science or other high school subjects
Our students are part of the IRCO Upward Bound family for all 4 years of high school. This gives our tutors the unique opportunity to be part of that family too and really get to know the students.

Successful applicants will be experienced in tutoring high school level Math (Algebra, Geometry, Algebra 2, and Pre-Calculus) and/or Sciences (General Science, Biology, Chemistry, Physics, and/or Human A&P) and ideally comfortable assisting in other high school subject areas as well (English Language Arts, foreign languages, Social Studies, etc.)

**HOW TO APPLY:**
Applications are accessible on the IRCO website, [www.irco.org](http://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. We may not be able to return calls regarding the status of your application. If selected for an interview, we will contact you by telephone.

**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](http://www.irco.org).

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER