



## **School Liaison JOB DESCRIPTION**

*Position Title:* School Liaison

*Type & Classification:* Full-Time, Exempt

### **JOB DESCRIPTION**

City of Refuge (COR) is looking for a School Liaison to develop and administer our School Navigation Program. This position is responsible for working with refugee and immigrant students, focusing on helping families build strong relationships with teachers and school leaders. Refugee youth are often the first family members to make significant connections with the community through their schools, and during the COVID-19 Pandemic, meeting this need has become increasingly more important.

### **RESPONSIBILITIES**

- Assist refugee families with school enrollment and common educational expectations
- Connect families with higher education professionals to support students with post-secondary education opportunities
- Provide vital support to ensure multiple pathways remain open for refugee students, thereby supporting their families' economic well-being
- Work alongside Care Coordinators to navigate online/hybrid/and in-person learning for students
- Work alongside Program Coordinator to organize in-person tutoring/pod learning
- Maintain budget and track expenditures/transactions
- Serve as a first point of contact and primary liaison for refugee students
- Evaluate all aspects of School Navigation Program to ensure effectiveness and recommend/implement changes as appropriate
- Meet and maintain partnerships with Public School/EL Staff
- Build partnerships with other educational organizations to increase support and resources
- Other duties as assigned

## **JOB REQUIREMENTS**

- Bachelor's Degree or equivalent experience
- Desire and ability to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients and staff
- Strong attention to detail and ability to provide clear documentation of services
- Patience and strong commitment
- Ability to seek creative and innovative solutions.
- Ability to manage multiple projects with set deadlines/guidelines

*Supervision:* The person in this position will report to the Executive Director.

*Work Environment:* The person in this position will work and have access to a standard office.

*Equipment:* The person in this position will use the following equipment: personal computer, phone.

*Additional Job Information:* This job is full-time and offers paid vacation, retirement, and health benefits. The position is based in Columbia, Mo. Duties will be conducted primarily during normal business hours with occasional evenings or weekends possible, depending on needs.

*Salary commensurate with experience*

***To apply, send resume, cover letter, and references to Garrett Pearson at [apply@cityofrefugecolumbia.org](mailto:apply@cityofrefugecolumbia.org)***