

Education Programs Coordinator



Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church.

Job Summary: The Education Programs Coordinator mobilizes volunteers and connects them to our refugee and immigrant neighbors through various programs, including Homework Help and Sewing.

Responsibilities:

- Facilitate connections between volunteers and refugees
- Recruit, train, and provide ongoing support to volunteers. Onboard and manage volunteers throughout their commitment to Arrive Ministries
- Assist with research, development, and distribution of practical, social, and spiritual resources for volunteers
- Offer training and events for active volunteers (in collaboration with other CMM staff)
- Track progress of volunteers and clients enrolled in Education Programs
- Network with the refugee community, assessing needs, and connecting eligible families / individuals with volunteers
- Lead Interest Meetings at area churches to recruit prospective volunteers
- Sewing: along with Education Programs Manager, oversee product creation, inventory, and sales

Knowledge and Skills Required:

- Demonstrated relationship with Jesus Christ
- Strong leadership skills and ability to provide cultural, practical, and spiritual coaching to volunteers
- Familiarity working in a cross-cultural setting and proficiency in collaborating with people from diverse cultural backgrounds including new immigrants and refugees
- Public speaking ability for large group presentations
- Ability to take initiative and work both independently and collaboratively
- Excellent time management, organization, and problem-solving abilities
- Competency using computer applications for writing, record-keeping, and research
- 4-year college degree or work experience equivalent
- Valid MN Driver's license with proof of insurance and good driving record
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

Additional Information:

- Reporting Relationship: Education Programs Manager
- Status: Full-time (40 hours per week), with a typical workday schedule (8:30am-5pm)
- Flexibility in scheduling required for evening (2/week maximum) and weekend (1/month) trainings and connections