



Matching Grant Coordinator

Job Description

Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. Arrive Ministries is a refugee resettlement agency, providing resettlement services to newly arriving refugees.

Job Summary: The Matching Grant Coordinator provides case management and employment services to newly arrived refugees through the Matching Grant (MG) program, as described in the Office of Refugee Resettlement's program guidelines. The program's primary goal is financial self-sufficiency for all enrollees, with job responsibilities outlined below.

Responsibilities:

- Serve as primary case manager for all enrolled MG cases and clients, overseeing required services within the standard service period of 8 months
- Conduct ongoing assessment of individuals' well-being throughout the program period, ensuring effective case progression and making referrals for additional resources as necessary
- Work closely alongside of Matching Grant Employment Counselor to conduct employment orientations and prepare newly-arrived refugees for work in the U.S., along with Arrive Ministries' employment team
- Maintain accurate and up-to-date physical and electronic records including case notes, case files, budgets and reports
- Collaborate with volunteer program staff to assist in connecting volunteers with refugees for support of the client's ongoing integration and job readiness.
- Provide all services with professionalism and in compliance with the policies of Arrive Ministries, PRM, ORR and other official grantors and funders
- May provide supervision and accountability for interns

Knowledge and Skills

Required:

- Bachelor's degree in business, global studies, finance, social work or related field
- Two+ years of experience in a cross-cultural, social service, ministry or business setting that involved serving clients, advocating for others, or managing casework.
- Demonstrated ability to work independently, communicate professionally (verbal and written), take initiative, and build collaborative professional relationships with internal and external partners
- High competency in administrative skills such as utilizing database functions, financial tracking, measuring progress and outcomes, and reporting.
- Displayed patience and compassion with people

- Ability to navigate language barriers, work with limited English speakers, and utilize interpretation
- Able to speak, read, and write fluently in English
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct
- Valid Minnesota driver's license with good record

Preferred:

- Ability to speak, read and write fluently in a relevant language (Arabic, Pashto, Dari, Somali, Swahili, Spanish)
- Experience working with individuals from a refugee or immigrant background.
- Familiarity with social services and employment environment in the Twin Cities metro-area

Additional Details

- Reports to: Director of Refugee Services
- Status: Full-time, non-exempt
- Hours: 40 hours-week, regular office hours with the flexibility for occasional evening appointments