



Education Workshops Coordinator

Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

Job Summary: The Education Workshops Coordinator coordinates workshops for adult refugee and immigrant participants. This position works with participants from different ethnic, religious, linguistic, and educational backgrounds to build their confidence and self-sufficiency. The primary courses taught include cultural orientation topics, job readiness, digital literacy, financial literacy, and others that meet program requirements but can expand or change based on community needs. The role uses standardized curriculum, with the ability to adapt and refine based on participant's needs.

Hours: Full-time, 40 hours per week

Starting pay range: \$22.50-\$24 per hour, depending on qualifications

Benefits: Medical, Dental, HSA, Life Insurance, Long-term Disability, 403b Retirement, Accident Insurance, Paid Time Off, Holiday Pay

Responsibilities:

- Coordinate workshops for adult refugee and immigrant participants, who meet program eligibility criteria, with the goals of building skills for employment, community navigation, social connection and other self-sufficiency factors.
- Provide instruction in various formats: in-person, hybrid, virtual, and in collaboration with community partner organizations, on-site and off-site depending on participant needs.
- Work with Empowerment Volunteer Coordinator to oversee volunteers leading or teaching workshops.
- Provide orientation to new clients, track participation, and refer participants for support services, maintaining close communication with students to promote their participation and growth.
- Manage client records and program data in an organized and confidential manner, including attendance, testing records, and enrollment information, utilizing Dynamics software and ensuring compliance with World Relief contractual obligations.
- Assess client and community barriers to self-sufficiency through client feedback, research and outreach, and develop curriculum, materials, and resources to respond to emerging client needs.
- Conduct new participant outreach to expand reach of workshops

- Work closely with the Director of Empowerment, Empowerment team staff, case management staff, and AM site staff to coordinate workshops, identify opportunities that promote student advancement, and craft one-time programming as needed.
- Assist with team projects and related tasks as needed.

Knowledge and Skills required:

- Mature and personal Christian faith
- Bachelor's degree or equivalent work experience in a relevant field
- Self-starter with strong initiative and follow-through
- Strong organizational skills and ability to prioritize multiple duties
- Excellent written and oral communication skills in English
- Advanced computer proficiency, including database management
- Demonstrated ability to work effectively and sensitively with people of diverse cultural and religious backgrounds
- Desire to serve and empower the Church to impact vulnerable communities
- 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

Preferred:

- 1 year or equivalent of teaching experience
- 2 years of social service experience
- Ability to speak a second, relevant language (Russian, Pashto, Somali, Arabic, Oromo, Swahili, Spanish, Ukrainian, etc.)

Additional Information:

- Reports to Director of Empowerment
- Full-time, 40-hours/week
- Typical office hours Monday – Friday, 8:30am-5pm, with flexibility to teach up to two evenings per week, occasional weekends as assigned.

[Click here to apply](#)