**Senior Corps, In-Kind Specialist**

**About the Program: Refugee Resettlement Team**

NSC is the leading refugee resettlement agency in the Philadelphia area. We provide support to newly arrived refugees. Many of our refugee clients arrive with chronic and acute illnesses, emotional trauma (such as depression, anxiety, intellectual disabilities, and post-traumatic stress disorder) due to war, displacement, torture and persecution, and suffer from adjustment challenges during their early phases of resettlement. We use empathetic design, strength-based model, and social ecological perspective to provide intensive and culturally competent case management to help with adjustment and comfortable and productive integration into life in Philadelphia. We are keenly invested in empowering our clients to adopt early independence and self-sufficiency.

**Job Description**

Assist our Resettlement Team with donation management and partnerships. NSC ensures that clients are able to receive a fully stocked home once arrived, bedroom, kitchen and bathroom goods. These goods are donated through a variety of community partnerships, and often stored at our office. This position would manage our donation stock, prep home set-up kits, and assist in partnership expansion.

**Qualifications**

* Able to lift more than 25 lbs.
* Comfortable spending hours working on feet
* Strong communication and problem solving skills

**Apply**

Visit nscphila.org and go to the “How you can Help” tab. Click on the “Year of Service” option, where the application link is listed.

**Senior Corps, Digital Literacy**

**About the Program- Refugee Resettlement Team**

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**Job Description**

Work with the Cultural Orientation Specialist to develop a working curriculum for digital literacy. The program will allow clients to be proficient in basic computer skills like zoom, emailing and online billing within the first few weeks of arrival. The courses will take place both in-person and online.

**Qualifications**

* Proficiency in another language preferred, not required
* Proficiency with technology
* Teaching/ tutoring background preferred, not required
* Must be patient and empathetic
* Cultural Sensitivity

**Apply**

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**Senior Corps, Financial Literacy**

**About the Program- Refugee Resettlement Team**

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**Job Description**

Assist clients within the first few weeks of their arrival with building a budget. In addition to budget building, orient clients with overall US financial system (ex. Credit cards and credit scores, how to build savings). Escort clients to the bank and financial appointments and check-in regularly to discuss progress and problem-solve.

**Qualifications**

* Proficiency in another language preferred, not required
* Proficiency with technology
* Teaching/ tutoring background preferred, not required
* Must be patient and empathetic
* Cultural Sensitivity

**Apply**

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**Senior Corps, ESL Program Assistant (ERP)**

**About the Program- Employment Readiness Team**

The Employment Readiness and Placement (ERP) team extends post-resettlement services to refugees and asylees who have been in the United States within 5 years. The ERP team employs a strengths-based service delivery model and a social ecological perspective to provide personalized case management, connections to local resources and partners to assist clients in navigating systems, improve life skills, remove obstacles for employment, and achieve self-sufficiency. ERP interns must be able to work independently and will be trained to provide one-on-one case management support to clients, work in various post- resettlement programs and strengthen relationships with local partners with a focus on leadership development within refugee communities so that on-going support can be provided within the community.

**Job Description**

Assist the English Second Language Instruction program within the Employment Department. Teach classes, both online and in-person, and assist in the necessary administrative work to help run the classes. Admin work consists of keeping attendance and records of services, student assessments, and volunteer management. The students are adults, mostly at the beginner level, but subject to change based on the experience of incoming clients.

**Qualifications**

* Available to come in-person (Center City, Philadelphia)
* Teaching ESL (Adults, primarily beginner level (subject to change) (both in person and online)
* Comfortable with computers (primarily Microsoft office and zoom)
* Placement and progress testing
* Documentation of Services
* Assist with field trip planning
* Second language preferred
* Flexibility required

**Apply**

Visit nscphila.org and go to the “How you can Help” tab. Click on the “Year of Service” option, where the application link is listed.

**Senior Corps, ESL Program Assistant (YCRP)**

**About the Program- Youth Career Readiness Program**

Youth Career Readiness Program (YCRP) aims to assist youth with and without their secondary credential in achieving their goals, earning a family sustaining wage, and excelling in Philadelphia. The program is geared specifically towards English Language Learners and begins with intensive ESL courses to prepare youth to begin for the next steps in their careers. YCRP provides the opportunity for youth ages 16-24 who reside in Philadelphia and are work authorized to obtain an industry recognized credential.

**Job Description**

Assist the Youth Career Readiness Program with both English Second Language classes and Adult education classes (GED). Both teaching and administrative work. Admin work consists of recruiting and training volunteer teachers, documenting services, scheduling tutoring sessions, conducting progress testing with clients. In addition to assisting with ESL and GED tutoring, the volunteer will also help host the monthly group study and assist clients in learning zoom.

**Qualifications**

* Must come in-person
* Same thing as above
* Really sound decision making
* May do interviews for volunteer tutors- need good decision making
* Experience with adult education, either ESL or basic education (GED)
* Background with a second language- Spanish would be highly preferred
* Solid knowledge of computer systems
* More admin than teaching
* Experience with career readiness or youth programming or mentoring
* Maybe mock interviewing

**Apply**

Visit nscphila.org and go to the “How you can Help” tab. Click on the “Year of Service” option, where the application link is listed

**Senior Corps, Food Access Volunteer**

**About the Program- Food Access**

Immigrants experience many barriers to accessing mainstream emergency food assistance supports. Immigrants may not be eligible for SNAP (Supplemental Nutrition Assistance Program) due to status and accessing many food pantries can be difficult due to language access, the lack of culturally appropriate food options and navigation barriers. NSC’s Food Access team provides dry goods staples and fresh produce to NSC clients who are referred from other NSC programs. Team members contribute hands-on to processing and packing the food for distribution and remotely to complete documentation, coordinate with clients and case managers and complete special projects.

**Job Description**

Assist the Food Access program with their weekly re-stock of produce and dried goods. Work with clients as they shop in our on-site food pantry. Work with partner organizations and volunteers as we expand the capacity of the Food Access Program to meet the needs of our rapidly growing client base.

**Qualifications**

* Able to lift 25 lbs. or more
* Available to work on-site on Tuesdays
* Comfortable working on feet for extended periods of time
* Strong communication skills
* Culturally sensitive

**Apply**

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