

**Nationalities Service Center – Job Announcement**

Philadelphia International Women’s Project Peer Specialist

**Position Overview**

The Peer Specialist will assist with outreach and community engagement under the Philadelphia International Women’s Project. The Peer Specialist will conduct individual, group and community level outreach to women impacted by female genital cutting in the Greater Philadelphia region.

The Peer Specialist has internal contacts with the entire NSC staff and external contact with clients, social workers, social service resources, visitors, and the general community. This position has access to sensitive NSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent NSC in a professional manner.

The Coordinator will report directly to the Health Access Coordinator.

**Essential Functions**

* Conduct outreach through various mechanisms with impacted communities.
* Assess community needs to guide program implementation.
* Perform clerical and administrative duties to support program documentation and evaluation.
* Maintain accurate and timely program documentation.
* Ensure direct and/or coordinated services to eligible populations.
* Complete all reporting requirements according to funders’ expectations.
* In partnership with collaborative partners increase program visibility among political, social service, educational and other entities, while developing successful partnerships with those parties.
* Attend and/ or participate program sponsored conference calls, webinars, and workshops.
* Attend relevant workshops or join professional groups as necessary to maintain professional knowledge and licensure.
* Adheres to NSC’s security and confidentiality guidelines and ensures the appropriate handling of sensitive information.
* Other duties as assigned within the scope of position expectations.

**Other Duties**

1. Adheres to NSC’s security guidelines and ensures the appropriate handling of sensitive information.
2. Attends relevant staff meetings to promote communication and execution of goals.
3. Other duties as assigned within the scope of position expectations.

**Knowledge, Skills, and Abilities**

1. Understanding of NSC goals and objectives and ability to work and contribute as part of a larger team.
2. Strong understanding of issues relevant to refugees and immigrants.
3. Ability to foster excellent relationships with clients, staff and partners.
4. Demonstrates ability to manage multiple tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
5. Basic understanding of computer operations and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
6. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
7. Demonstrates ability to work with other people through a cooperative effort.
8. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, program members, social services resources, social workers, and the community.
9. Adheres to all NSC policies and procedures.

**Experience and Education**

**Minimum Experience**: 1 years of experience working with immigrant and refugee populations. Experience working with refugees in a social services environment is preferred.

Bi-lingual (Arabic, French, Somali or Amharic) preferred.

**Minimum Education:** BA/BS in a related field preferred.

**Compensation**

The position is part-time 5-10 hours per week. Salary commensurate with experience.

**How to Apply**

Applications deadline is **January 15, 2018**. Please email detailed letter of interest and résumé to jobs@nscphila.org. Please no phone calls.

NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.