

Job Description – Training Associate

Exodus Refugee Immigration Inc.

Position Summary:

The purpose of the position is to train clients on the skills and competencies they need to be self-sufficient in the U.S. Responsibilities include presenting group trainings to adult refugees on a variety of topics, customizing small-group and individual trainings for vulnerable clients, developing materials, and assuring that instruction is being delivered from a culturally-informed, strengths-based, trauma-informed perspective. The Training Associate reports to the Manager of Educational Programs.

Responsibilities:

1. Teach Cultural Orientation, Employment Readiness, and Financial Readiness classes monthly.
2. Teach a rotating schedule of other classes, including Citizenship, Transportation Independence, Computer Literacy, and/or other classes as determined based on client need.
3. Work with clients on an individual and/or small-group basis to provide extended training on life skills at the referral of other staff, often in clients' homes.
4. Develop and improve group trainings as needed in collaboration with the Manager of Educational Programs, ensuring high quality materials, hands-on activities, and culturally relevant techniques are used.
5. In collaboration with the Manager of Educational Programs, develop a series of ADL (Activities of Daily Living) modules that can be used to train clients in life skills activities. Update and add to these modules as necessary.
6. Coordinate all logistics in preparation for trainings, including inviting clients, securing interpretation, updating databases, and assisting in transportation arrangements as needed.
7. Track outcomes, keep attendance records, and update case notes, databases, and other record-keeping tools as required.
8. Assist with LCORE classes (English language classes) as needed.
9. Participate in weekly Exodus staff meetings and department meetings.
10. Perform other duties as may be required by the supervisor.
11. Reports to the Manager of Educational Programs.

Position Criteria:

- Must have a bachelor's degree in a related field (training and certification in TESOL strongly preferred).

- Must have a minimum of two years of experience working with adult English language learners.
- Curriculum writing experience strongly preferred.
- Must be comfortable in intercultural environments.
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must possess strong record-keeping and organization skills.
- Must have PC proficiency with competency in Microsoft Office applications.
- Must be a self-starter with a high level of organizational skill, flexibility and commitment to refugees.
- Must be able to function as part of a team.
- Must have a valid Indiana driver's license and insurance.

Signature of Training Associate

Date

Signature of Executive Director

Date