



Job Announcement

Senior Refugee Resettlement Case Manager/Business Developer Russian-Ukrainian Speaker

The joint organizations of the Episcopal Diocese of Olympia Refugee Resettlement Office (RRO) and the New Roots Fund are looking for a Russian and Ukrainian speaking case manager to work with local refugees and immigrants. They will reach out to local communities to share information about our programs, work with our resettlement team for new arrivals, and provide trainings to teach refugees and immigrants about local resources.

The RRO helps newly arrived refugees for their first 90 days in the US and connects them with local resources to ensure a smooth transition to life in the US. Under the RRO, this position will coordinate with the resettlement team to provide assistance with basic necessities for newly arrived refugees, such as finding an apartment and applying for social services.

The New Roots Fund has the mission of helping low-income persons, including refugees and immigrants, develop new businesses throughout the Puget Sound Region. The New Roots Fund is a microenterprise loan fund making loans from \$100 to \$15,000. This position will coordinate with the business developer to provide trainings on topics such as business plans, cash flow charts, balance sheets, marketing, inventory, insurance, taxes and regulation to Russian or Ukrainian speaking immigrants. This ensures refugees know the risks and potential rewards of their business ideas.

This position requires flexibility. A candidate should be willing to meet new arrivals at the airport, respond quickly to new arrivals requests and maintain thorough case notes. Trainings will be held when convenient for clients, which is often in the evenings or on weekends. Experience teaching and developing training materials is a plus.

Criteria:

- Persons seeking entry level work encouraged to apply.
- Suitable experience in business or lending or ability to learn quickly.
- Suitable educational background.

- Demonstrated interest in refugee and immigrant communities.
- Language capacity in Russian, Ukrainian preferred but Somali, Dari or Pashto will also be considered.
- Capacity to market programs to refugee communities and recruit individual participants.

How to Apply:

- Request an employment application from Jessie Hansen at jhansen@roseattle.org, 206-323-3152, or 1610 South King Street, Seattle, Washington, 98144.
- Complete three questions, in writing, attached to the employment application concerning professional history, business experience and training experience.

Position Details:

Full Time 40 hours per week/medical, dental and other benefits. Starting at \$19 per hour.

Applications are due: October 30, 2020.