



המרכז לקידום פליטים אפריקאים
African Refugee Development Center

Tutoring Coordinator

Time Commitment: at least 6 months

Hours/week: 10 hours per week

***Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance**

Organization and Program Background: The African Refugee Development Center (ARDC) is a non-profit organization founded in 2004 by refugees and Israeli citizens to assist, support, and empower refugees and asylum seekers in Israel. The ARDC seeks to ensure access to basic social services, and to facilitate refugee and asylum seeker integration, self-sufficiency and ownership in matters affecting their lives. The ARDC advocates for the rights of refugees and asylum seekers and for a humane and fair Israeli asylum policy.

The Practical Refugee Education Program (PREP) supports refugee and asylum seeker adults by providing access to educational programs. The opportunity of education provides refugees with the ability to think about the future. Higher education in particular is a tool of reconstruction and an investment for development. By furthering their education, students can cultivate the skills and knowledge needed to become leaders, establish economic self-sufficiency, and contribute to civil society in their home countries and within Israel.

Main Responsibilities:

- Oversee tutoring database and coordinate between all students and tutors
- Advertise and recruit new tutors
- Complete monthly data reporting
- Follow-up with all student-tutor matches
- Help develop resources for students and supervise tutoring groups

Skills, Knowledge, Abilities:

- Comfortable working with refugees and asylum seekers from a variety of backgrounds, including those with limited formal education and/or literacy skills;
- Fluent English is mandatory, Hebrew is an advantage, Arabic is an advantage;
- Ability to adapt to changing situations, comfortable working in a fast-paced, demanding environment;
- Ability to work both independently and as part of a team;
- Responsible, flexible, and dedicated

Please send a cover letter and CV to highereducation@ardc-israel.org