

המרכז לקידום פליטים אפריקאים
African Refugee Development Center

Education Coordinator

Time Commitment:	4+ months
Hours/week:	20+ hours per week, including Sunday & Wednesday
Reports to:	Education Program Manager
Location:	South Tel Aviv, HaSharon 4

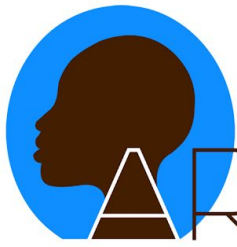
****Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance****

Organisation and Program Background: The African Refugee Development Center is a grassroots, community-based non-profit organization that was founded in 2004 by African asylum-seekers and Israelis in order to protect, assist, and empower asylum-seekers in Israel. It has evolved over time to fit the ever-changing needs of the community, from its start as a shelter when asylum-seekers began arriving, to legal aid and rights empowerment, to language courses, and now, our biggest program is the Higher Education and Economic Inclusion program.

The purpose of the Education & economic inclusion program is to provide African refugees and asylum seekers access to opportunities to acquire educational, personal and professional skills and knowledge, which will help contribute to their social and economic development, and the ability to live life in line with their aspirations. Through the provision of support and guidance, outreach, grants and scholarships, non-accredited and accredited courses, The ARDC aims to widen and facilitate access to education. This creates a path for upward social and economic mobility and enables the process of integration and inclusion in the labor market.

In particular, the ARDC supports refugee and asylum seeker adults by providing access to educational programs, either through programs run at ARDC or educational institutions. Our programs including Language Courses, Pre-Academic Courses (such as GED & TOEFL), Individual assistance applying to university or other institutions/scholarships, professional development workshops & assistance, and skills-based courses (such as coding). We also support students through the ARDC Tutoring Program.

Scope of Position: The Education Coordinator will oversee the education program, caseworkers and clients. He/She will provide assistance with clients interested in pursuing university level education and/or technical programs. The coordinator will work with secondary schools, universities, and other educational institutions to help clients succeed with their short and long term educational goals. The Education Coordinator also plays a significant role in implementing ARDC's Work-plan and program goals.



Main Responsibilities:

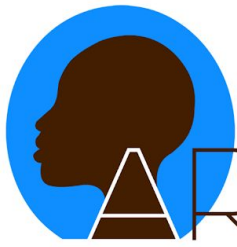
- Managing & mentoring the education interns, including overseeing caseworkers and maintaining general knowledge on all active cases, and conducting individual meetings with each caseworker to review work, questions & concerns.
- Client work, including:
 - Facilitate the application process by advising students in finding educational options and programs in Israel and abroad suited to their needs and interests, and helping to complete the forms.
 - Maintain active communication with clients to assist them with accessing information and answering questions.
 - Provide guidance and support for clients interested in pursuing higher education - clients that require more specialised and clearer follow-up.
- Maintain and create new partnerships with schools and embassies, informing the caseworkers and clients about relevant educational opportunities.
- Manage all databases (scholarships, language programs, partner embassies and client information)
- Research new partnerships (educational and vocational schools) to reach out to and approach to develop partnerships.
- Project Planning & coordination, including:
 - Project planning, iteration, implementation and execution,
 - Developing partnerships,
 - Researching and creating manual and instructions for the caseworkers
 - Creating program materials (such as a brochure and impact assessment).

Skills, Knowledge, Abilities:

- Ability to manage a constantly changing team of volunteers
- 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
- 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

Notes:

- The ARDC has two open days a week (Sunday 9 am - 4 pm; Wednesday (11 - 6 pm), whereby community members may come to ARDC to ask questions, seek advice, and more. As an education coordinator, part of your responsibility is assisting with this.
- We require all volunteers to bring a laptop with them.



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Please complete this [Volunteer Form](#), including your resume. For questions, please email info@ardc-israel.org