

Job Title	Program Coordinator
Employer/ Agency	Partnership for the Advancement and Immersion of Refugees (PAIR)
Job Description	PAIR is seeking a part-time Program Coordinator (15 hours a week) for its Global Scholars high school program. The Program Coordinator will work to plan, implement, and evaluate an educational mentoring program for refugee youth ages 17-19 aimed at increasing their participation in higher education. This position will manage a caseload of up to 10 students and 10 corresponding volunteers matched with students as community mentors. The Program Coordinator will provide one-on-one support to students as they complete high school, work through college and scholarship applications, and prepare for college enrollment. The Coordinator will plan and facilitate group workshops and conducting home and site visits to encourage engagement in the program and to maintain relationships with students and families.
Qualifications	<p>Experience/skills required:</p> <ul style="list-style-type: none"> • Bachelor's degree • Academic or work experience in education, social work, psychology, international studies, or similar fields • Vehicle with valid driver's license and insurance; must be willing to travel to school and community sites and transport students when needed • Experience working with underserved youth, preferably in a college access or social work setting • Ability to work evenings and weekends • Excellent verbal, written and interpersonal communication skills • Cultural competence, empathy, positive energy, and interest in meeting the holistic needs of the students, and a true passion for making a difference. • Ability to be self-directed and manage multiple projects simultaneously • Experience with the college admissions process preferred • Knowledge of a refugee language preferred
Salary/Hours	The rate of pay for the PC is \$16 an hour and will also include mileage reimbursement.
Employer/Agency	PAIR Houston
Address	3300 Chimney Rock Rd #105
City, State, Zip	Houston, TX, 77056
Contact Person	Melanie Hering
Contact Title	High School Program Director

Telephone Number	713-771-1111
Email Address	melanie@pairhouston.org
Application Method	Please send your resume and cover letter to melanie@pairhouston.org . Full job description can be found at https://www.pairhouston.org/careers
Opening Date	Immediate

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