



CATHERINE
McAULEY
CENTER

RISE AmeriCorps Language Lab Coordinator

Join CMC's team as a RISE AmeriCorps member and help immigrants and refugees embrace opportunity through education! The Language Lab Coordinator will work with volunteers to offer computer skills training and other educational services. They will also work with refugee youth in our afterschool program.

Responsibilities:

- Lead computer skills classes
- Train, coordinate, and support Language Lab volunteers
- Perform student intakes and assessments
- Ensure accurate recordkeeping, run reports, and analyze statistical data
- Facilitate large and small group afterschool activities
- Perform other duties as requested/ assigned

Skills:

- Professional communication skills
- Comfort using a computer and ability to learn new programs
- Educational background a bonus, must at least have interest in helping others through education
- Self-directed problem solving ability
- Spanish, Swahili, French, Kirundi, Lingala, Dari, or Pashto ability preferred
- At least 21 years of age and ability to pass driver screening strongly preferred

Schedule:

- Full-time, some nights or weekends may be required.
- Service period: 1,700 total hours between 10/16/23 - 9/30/24 OR 11/13/23 – 10/28/24.

Benefits:

- \$22,000 pre-tax living stipend, split up and paid out every two weeks
- \$6,895 education award upon successful completion of service
- Qualifying student loan forbearance, healthcare benefit, childcare benefit