



Majdal: Arab Community Center of San Diego
329 E. Main St. El Cajon, CA
majdalcenter.org

Job Title: Adult Learning and Resource Coordinator

Compensation: \$22 - \$26/ hour; commensurate based on relevant work experience

Terms: Full-time; Hourly; 30-40 hours/ week

Benefits: Health insurance including medical and vision; PTO and sick days; mileage reimbursement

Location: In-person at El Cajon office

Position Overview:

The **Adult Learning and Resource Coordinator** plays a pivotal role in coordinating and managing programming tailored to meet the needs of refugee adults within the Middle Eastern and North African community. This role requires a passionate individual with strong organizational skills, cultural sensitivity, and a dedication to empowering refugee individuals through education and skill development opportunities.

This role will directly report to the Executive Director. Majdal, the Arab Community Center, is a resource and community center working to uplift the Arab community in San Diego through social services, educational and cultural programming, and advocacy. More information available online: www.majdalcenter.org.

To apply: Please e-mail an updated resume with a one-page cover letter to majdalcenter@gmail.com with subject line "Job Application." The cover letter should explain why you are a strong candidate for the position.

Contact: Ramah Awad, 408-420-1259

Key Responsibilities:

1. Program Coordination:

- Develop, implement, and evaluate programming initiatives specifically designed to address the needs of refugee adults, including one-on-one resource navigation, case management, and group workshops.
- Collaborate with community partners, service providers, and volunteers to enhance program offerings and ensure comprehensive support for refugee adults.
- Conducting intake for new clients and logging required data on services delivered

2. Resource Navigation and Case Management:

- Provide personalized support to refugee adults in navigating essential resources such as healthcare, housing, employment, and legal services.
- Conduct comprehensive needs assessments and develop individualized action plans to address specific challenges faced by refugee adults.

3. Workshop Facilitation:

- Plan and facilitate group workshops focusing on skill development, cultural awareness, education, and other relevant topics to empower refugee adults and facilitate their integration into the community.
- Ensure workshops are culturally sensitive, linguistically accessible, and engaging for participants.

4. Adult Learning Programs

- Coordinate English language classes for refugee adults, ensuring access to quality language instruction that meets the diverse needs of participants.
- Provide support and resources for citizenship interview preparation, including study materials

5. Community Outreach and Engagement:

- Conduct individual and universal outreach to community members to raise awareness about programs and encourage participation
- Develop and maintain partnerships with local organizations, government agencies, and community stakeholders to expand access to resources and opportunities for refugee adults.
- Represent the organization at community events, forums, and meetings to raise awareness about refugee issues and advocate for support.

Qualifications:

- Bachelor's degree in social work, education, or a related field strongly preferred
- Minimum of one year of work experience in relevant capacities
- Arabic language proficiency required
- English language proficiency strongly preferred
- Experience working with refugee populations and/or immigrant communities.
- Knowledge of trauma-informed care principles and culturally responsive practices.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Efficient and detail-oriented
- Flexibility to work occasional evenings and weekends as needed.
- Passion for social justice and a commitment to serving marginalized populations.

This position offers a unique opportunity to make a meaningful impact in the lives of Arabic-speaking refugee adults as they rebuild their lives in a new country. If you are dedicated to promoting empowerment, resilience, and self-sufficiency among refugees, we encourage you to apply.