



Job Opening: High School and Post-Secondary Lead Instructor

Job Title: High School and Post-Secondary Lead Instructor
Supervisor: Education Program Manager
Salary: \$51,000 - \$56,000
Status: Full Time, exempt. Occasional evening or weekend hours

Mission:

Driven by the value of welcoming the stranger, HIAS Pennsylvania provides legal and supportive services to immigrants, refugees, and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

General Description:

The High School and Post-Secondary Lead Instructor primarily supports HIAS PA's youth education programming. Within youth education, the High School and Post-Secondary Lead Instructor oversees school-year and summer programming as well as resource development for high school age students and other young adults who need support with college and higher education access. Outside of youth programming, the High School and Post-Secondary Lead Instructor will advise HIAS PA clients on their post-secondary goals, as well as offer support with school enrollments and case management of high school aged HIAS PA clients.

Core Responsibilities

Young Adult Mentoring Program:

- Design, coordinate and implement school year programming for immigrant and refugee high school youth and young adults up to age 24 in the mentoring program. This includes: designing the curriculum of the program and doing direct teaching; organizing large group workshops/trips/college visits; organizing homework help support; and managing overall communication with students and families.
- Plan and facilitate college prep activities and support over the summer for youth and young adults in the mentoring program.
- Provide education case management directly to students in the mentoring program on a needed basis in situations where support is needed beyond volunteer mentors' capacity.
- Supervise paid contract staff, program assistants, and/or interns who support the mentoring program.
- Recruit high school students and young adults for the mentoring program.
- Recruit, train, and oversee volunteer mentors, including developing a curriculum that mentors follow with their students to lead them step by step through the college application process.



- Accompany students to college events such as open houses, info sessions, etc.

Higher Education Case Management and Community Partnerships:

- Consult on higher education options with HIAS PA high school youth and young adults who are not enrolled in the weekly mentoring program but still need advising.
- Consult with HIAS PA adult clients across the agency on higher education options.
- Consult with other HIAS PA staff about the higher education admission processes so that they can provide information to clients.
- Facilitate collaborative meetings that bring together relevant community partners, SDP staff, and representatives from local higher education institutions for information-sharing and advocacy purposes.
- Build and maintain relationships with key people at higher education institutions.

High School Education Case Management:

- Conduct enrollment of newly arrived refugee (R&P) youth in high school in collaboration with school enrollment coordinator on the Education Team.
- Conduct high school orientation sessions with newly arrived high school-age refugee (R&P) youth within their first three months of arrival.
- Provide direct support to R&P high school students and their families after enrollment as capacity allows.
- Consult on how to navigate high school systems, including how to communicate with school staff; advocate for language access; and identify supports for special needs students with other HIAS PA staff.
- On a case by case basis, provide direct case management to HIAS PA youth and families in collaboration with the primary HIAS PA staff member.
- Consult on the high school selection process with HIAS PA staff, students, and families.
- Build and maintain relationships with key people at relevant high schools.

Other Organizational Requirements:

- Collaborate with the Education Program Manager, SDP staff, and community partners to offer professional development on and advocate for best practices when working with multilingual students and families.
- Participate in Education Team meetings, Social Services Team meetings, and other staff meetings at HIAS PA.
- Support the larger Social Services team and agency initiatives as capacity allows, including Thankful Together and World Refugee Day.
- Other duties as assigned by the Education Program Manager.

Qualifications:

- Bachelor's degree required.
- Teaching English to Speakers of Other Languages (TESOL) certification or master's degree highly preferred.



- Knowledge of and experience with advising on the college application process, particularly for immigrant, first generation, multilingual students; knowledge of the higher education system in Philadelphia preferred.
- Experience working with high school students; knowledge of Philadelphia high schools and school system preferred.
- Experience related to mentoring preferred.
- Excellent organizational and time management skills.
- Excellent verbal communication required, including ability to effectively communicate with teaching professionals, volunteers, and immigrant clients.
- Experience working in diverse, multicultural environments and demonstrated cultural humility.
- Ability to travel to different neighborhoods around the city. Driver's license helpful.
- Ability to exercise sound judgment in decision making practices.
- Up to date security clearances (FBI fingerprint check, PA Child Abuse Check, PA Criminal Background Check, ACT126 Mandated Reporter Training).
- Fully vaccinated against COVID-19.

Schedule:

35 hours per week, with a hybrid work model of 3 days in person at the HIAS PA office or in the field, and 2 days remote. This position requires occasional weekend and evening availability.

Benefits:

This is an exempt position; the salary is commensurate with experience. The employment package includes comprehensive health care insurance coverage, 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions.

Non-discrimination Statement:

HIAS PA is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief. Qualified applicants who represent minority and marginalized groups are encouraged to apply.

Compliance Statement:

In the performance of their functions as detailed in the position description, employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

How to Apply:

Please send a cover letter and resume in PDF format to humanresources@hiaspa.org and make the title of the position the subject of your email. No phone call, please.