

Contract Description

Contract Title: Community Ambassador – Arabic speaking communities

Type of work: Contract

Work Location: Kent, WA

Reports To: Community Research Coordinator

Dates of Contract: Beginning immediately. Contract renewed per mutual agreement every 3 months

POSITION SUMMARY:

Community Ambassador (CA) will provide information regarding the support services available through World Relief Western Washington (WRWW) and assist with connecting immigrant and/or refugee clients to these community services. This will also include gathering feedback and/or information through surveying the community. In addition, the CA will carry out effective outreach within refugee and immigrant communities, sharing information and resources in a culturally sensitive manner, as needs and opportunities arise (e.g. promoting COVID-19 prevention and vaccination).

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Stay connected with community members and provide support services and community resources available through World Relief Western Washington (WRWW).
- Attend regular meetings and check-ins with the ambassador team to share information, provide feedback, and help with monitoring and tracking data
- Administer brief surveys related to outreach work
- Maintain survey records and complete weekly reporting to Community Ambassador Team Lead
- Have an excellent understanding of World Relief Western Washington's mission and vision, so as to accurately and competently communicate this mission to external parties
- Have strong comprehension of other World Relief services and the ability to make referrals as needed.
- Conduct calls and home visits both to specific individuals identified by WRWW as well as to others in the local immigrant/refugee community providing information, translated materials, conducting a needs assessment and connecting each household with the appropriate resources and information, making referrals as appropriate
- Assist refugee and immigrant community members to access community resources and events, such as vaccination appointments.
- As needed and as available: Deliver items such as face masks, PPE, cleaners or other needed items
- Other related duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated ability to work sensitively and effectively in cross-cultural settings
- Commitment to confidentiality and professionalism
- Experience in community organizing and/or non-profit functions
- Ability to manage competing priorities
- Professional communication skills (oral and written)

- Teamwork
- Initiative and independent work
- Interpersonal skills
- Strong attention to detail and willingness to ask questions
- Strong connections with local immigrant and/or refugee communities
- **Required:** Bilingual language ability in English and Arabic
- Ability to drive or access to public transportation.

For more information and/or if interested in applying, please send a cover letter and a copy of your resume to cgicheru@wr.org

Thank you!