



Intercultural Mutual Assistance Association
2500 Valleyhigh Drive NW, Rochester, MN 55901
PHONE: 507-289-5960 FAX: 507-289-6199 www.imaa.net

IMAA is building bridges between cultures.

JOB POSTING

POSITION AVAILABLE:	Community Workshop Facilitator – 1 full-time position
START DATE:	TBD
HOURS PER WEEK:	40
STARTING ANNUAL WAGE:	\$21 to \$23 per hour (commensurate with experience)
CONTACT PERSON:	Armin Budimlic, Executive Director (armin.budimlic@imaa.net)
APPLICATION PROCESS:	Submit a résumé and a cover letter by mail, email, or in person before the deadline. (No phone calls.)
APPLICATION DEADLINE:	Until Filled
ORGANIZATIONAL MISSION:	Intercultural Mutual Assistance Association (IMAA) is a community based, non-profit organization with a mission to build bridges between cultures. IMAA builds bridges of self-sufficiency through its Family Services, bridges of communication through its Language Services, bridges of hope and safety through its Victim Services, bridges of health through Healthcare Access and Education, and bridges of cultural education and understanding through Community Engagement initiatives.
JOB OVERVIEW:	<p>IMAA is seeking a dedicated and compassionate Community Workshop Facilitator to lead educational and skill-building workshops for new arrival refugee and immigrants settling in Southeast Minnesota. This role is essential in providing practical knowledge and tools to help successfully integrate new refugees and immigrants into their new community.</p> <p>The Community Workshop Facilitator will design and deliver engaging, interactive workshops covering topics such as job readiness, financial literacy, housing, healthcare, and cultural orientation. You will work closely with refugee and immigrant populations ensuring that the workshops meeting the unique needs of each cultural group.</p> <p>This is an in person position with the possibility to move to one day of remote work a week after successful completion of the 90 day probation period. There will be some travel required throughout the Southeast region. Your primary responsibilities include:</p>
DESCRIPTION OF DUTIES:	<ul style="list-style-type: none">• Plan, develop, and facilitate workshops on key topics such as job readiness, financial literacy, housing, healthcare, and cultural orientation.• Tailor workshop content to meet the unique needs of diverse cultural groups.• Provide individual guidance or follow-up support such as public transportation mentoring and referrals to further education.

- Work with community and service partners and subject matter experts to ensure workshop content is current and relevant.
- Coordinate logistics including scheduling, securing location, transportation, childcare, and preparing materials for each workshop.
- Track attendance and assess the effectiveness of workshops through feedback and evaluations.
- Report on workshop outcomes and progress toward program goals.
- Participate in Resettlement Networks meetings, trainings, and reviewing materials as requested.
- Participate in outreach events to promote awareness of Resettlement Network services.

REQUIRED QUALIFICATIONS:

To be considered for this position the candidate must have:

- High School diploma, G.E.D, or foreign education equivalent to a US Accredited High School Diploma and experience in a similar position as listed in the description of duties.
- Strong communication and interpersonal skills to build rapport with clients and collaborate with diverse stakeholders.
- Ability to speak, write, and comprehend English fluently.
- Empathetic and client-focused approach to counseling.
- Prior experience working with refugee and/or immigrant populations.
- Must be a team player with a demonstrated ability to work compassionately with individuals from culturally diverse, underserved populations
- Proficient with basic computer skills.
- Must pass background checks and adhere to confidentiality guidelines.
- Strong commitment to IMAA's mission and values.
- A valid Minnesota driver's license and reliable insured transportation.

PREFERRED QUALIFICATIONS

The preferred candidate will have:

- Knowledge of local community partners and resources.
- Bilingual and/or multicultural skills.
- Ability to walk a distance.
- Ability to lift up to 20 lbs.
- Knowledge of the State system, Minnesota Refugee Information System (MRIS).
- Experience developing curriculum and educational materials.
- Familiarity with refugee resettlement processes and the cultural and language challenges faced by refugee and immigrant communities.

BENEFITS

IMAA offers the following benefits to all full-time employees:

- Generous PTO including 11 paid holidays
- 401(3)(b) matching up to 3%
- Dental insurance
- Vision reimbursement
- Long-term disability

IMAA is an Equal Opportunity Employer