



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:	Family Mentor
START DATE:	TBD
HOURS PER WEEK:	24
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 one dedicated and compassionate Family Mentor to support refugee and immigrant new arrival families in navigating the education system and fostering academic success for their children. In this role, you will work directly with parents and children, helping them to understand the local school system, access educational resources, and provide guidance and advocacy to ensure children thrive academically and socially.</p> <p>The Family Mentor role offers a meaningful opportunity to make a lasting impact on the lives of refugee and immigrant families, helping them to overcome challenges and build a strong foundation for academic and social success.</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">• Assess family educational needs and triage needed supports.• Provide one-on-one mentoring support with new refugees and immigrant children and parents in one of the below listed areas:<ul style="list-style-type: none">○ Family engagement with early childhood education

- K-12 students struggling in school
- Parent engagement with schools
- Youth ages 15-24 with transitions beyond high school
- Assist with implementation of the check and connection model and related tools.
- Provide support and guidance for parents with their children's education and school activities, including parent teacher conferences, homework support, and academic goal setting.
- Act as liaison between families, schools, and teachers to ensure that students' academic and social needs are met.
- Advocate for families within the school system, helping to bridge language and cultural barriers.
- Maintain records on each child and track progress to ensure goals are met.
- Develop individualized plans.
- Connect families to additional resources such as tutoring, language classes, and educational support programs.
- 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.
- 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
- Excellent interpersonal and communication skills with the ability engage children and family from various cultural backgrounds.
- Strong organizational, critical thinking, and advocacy skills.
- 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).
- Prior experience in mentoring, tutoring, or educational counseling.
- Familiarity with refugee resettlement processes and the cultural and language challenges faced by refugee and immigrant communities.

BENEFITS

IMAA offers the following benefits to part-time employees:

- Generous PTO (prorated for this position at 0.6 FTE)
- 401(3)(b) eligibility (employer matching not available)
- Vision reimbursement

IMAA is an Equal Opportunity Employer