

**Position Title:** Refugee Program Education Coordinator

**Expected Number of Hours:** 3-5 Weekly

**Expected Duration:** On-going

**Location:** Varied, appointment based

**Computer Savvy:** MS office

**Special Requirements:** Understanding of the local schools and universities

**Description:** Assist clients in registering for school, assist with financial aid forms, identify potential tutors and support sponsor organizations with educational based inquiries

**Supervisor:** Emily Ball, International and Emergency Service Program Coordinator