



## INDIVIDUAL ACHIEVEMENT PROGRAM (IAP) TUTOR

Please note that our office is currently closed due to the Covid-19 pandemic but we continue to provide our services remotely. *For all 2021 volunteer and internship opportunities, we will be working remotely until further notice.*

Our Individual Achievement Program (IAP) provides adult immigrants with one-to-one coaching that supports them in achieving short-term and long-term career and education goals. Adults enrolled in our ESOL (English for Speakers of Other Languages) classes are eligible to participate in the IAP, in which they can work one-on-one with a tutor to make progress toward their educational and professional goals. This work may include preparing a resume, applying to jobs, preparing for job interviews, exploring job training programs, and exploring continuing education opportunities such as taking the HiSET/GED or TABE test or enrolling in higher education. We pride ourselves on providing individualized support that meets the personal, professional and cultural needs of our students.

Rian Immigrant Center is currently recruiting new IAP tutors to support our immigrant student community as our students face mounting obstacles to employment during the coronavirus pandemic and struggle to provide for their families. IAP tutors are NOT required to be native English language speakers or US citizens. It is preferable that they are familiar with the language learning process and/or the experience of living in a foreign culture or within 2+ cultures simultaneously, as this promotes empathy for our students' lived experience.

TIME COMMITMENT 1 hour per week, Monday through Friday, 9am- 5pm, but willing to work with class schedules (hours negotiable).

DATES: Ongoing (Update: As of Oct 4, 2021, we are recruiting new volunteers for this role)

### RESPONSIBILITIES

- Weekly, meeting one-on-one with 1+ students who are looking to begin, resume or advance their careers or education
- Assisting with students' search for job or training programs
- Assisting with drafting and polishing resumes and cover letters
- Assisting with developing a personal brand and creating/utilizing a LinkedIn account or other online professional profiles (e.g. Indeed)
- Providing instruction and practice opportunities for professional email, phone and text etiquette
- Preparing students for interviews by practicing behavioral questions or



- conducting mock interviews
- Providing insights into American (specifically Northeastern) culture and expectations around communication and self-presentation
- Researching opportunities for students' advancement in their desired field/industry within the Greater Boston area
- Sharing online resources with other IAP tutors and the program manager
- Attending IAP tutor team meetings and trainings
- Providing weekly written updates to track student progress
- Other administrative assignments as requested by the program manager

## QUALIFICATIONS

- Personal experience and knowledge of the US job search process and US work culture, particularly within the Greater Boston area
- Strong customer service and interpersonal communication skills (verbal, written)
- Excellent listening skills
- Empathy, intercultural sensitivity, and respect for diverse cultural perspectives
- Proficiency with online video conferencing platforms, such as Zoom, Google Hangout, RingCentral or Facebook Messenger
- Familiarity with Google Suite -- Drive, Sheets, Docs, Calendar, Gmail
- Strong research and networking skills
- Excellent time management and organizational skills
- Personal experience of studying another language
- Verbal ability to encourage, support, praise, and promote confidence in others
- Community or professional experience with adult immigrants/refugees, preferred
- Bilingual, or multilingual language skills, preferred
- Experience traveling/studying/living/working outside of the US, preferred
- Deep, personal commitment to helping adult immigrants in the Greater Boston area succeed economically, professionally, and personally

REPORTS TO: Director of Education Services

*The Rian Immigrant Center is an Equal Opportunity Employer and strongly encourages candidates of diverse backgrounds and language*